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OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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IN REPLY REFER TO

OPNAVINST 1420.1
N131
17 July 2000

OPNAV INSTRUCTION 1420.1

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel attached)

Subj: ENLISTED TO OFFICER COMMISSIONING PROGRAMS
APPLICATION ADMINISTRATIVE MANUAL

Encl: (1) Subject Manual

1. Purpose. To issue a comprehensive application consolidating internal Navy commissioning programs for enlisted personnel of the Regular Navy and the Naval Reserve including Training and Administration of the Reserve (TAR) and Selected Reserve (SELRES) who desire to apply for a commission. This instruction should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1120.2C, OPNAVINST 1531.4F, BUPERSINST 1131.1A, BUPERSINST 1131.2, and BUPERSINST 1131.3.

3. Authority. This directive governs administrative matters within the Office of the Chief of Naval Operations (OPNAV). All chapters carry full authority of their governing directives in levying responsibilities on addressees.

4. References. Instructions cited in the text of chapters have not been distributed to all addressees.

5. Action. Commanding officers are encouraged to forward applications of best qualified enlisted members in the Regular Navy and the Naval Reserve including Training and Administrative of the Reserve (TAR) personnel and Selected Reserve (SELRES) personnel in their commands following the instructions in enclosure (1).

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6. Appendices

- a. Appendix A lists the requirements for Naval Academy Nominations.
- b. Appendix B lists NROTC affiliated universities by state.
- c. Appendix C lists the drug statement required for Naval Reserve Officers Training Corps (NROTC) Program.
- d. Appendices D through N are unique checklists for the commissioning programs.
- e. Appendix O lists information on officer communities and officer designators.

7. Forms. The following forms are available in Chapter 2 of this instruction.

- a. OPNAV 1420/1 (1-00), Officer Programs Application.
- b. NAVCRUIT 1100/13 (REV. 3-81), Interviewer's Appraisal Sheet.

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Vice Admiral, U.S. Navy

Distribution:
SNDL Parts 1 and 2

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17 July 2000

**ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION
ADMINISTRATIVE MANUAL**

Enclosure (1)

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Chapter 1 INTRODUCTION

Purpose. To provide concise information on each commissioning program open to enlisted personnel. This introduction will be useful to the individual interested in officer programs as well as career counselors and other advisors or mentors in the chain of command. Additional chapters of this manual provide the specific eligibility criteria and must be carefully reviewed when applying for an officer program.

1. The U.S. Naval Academy (USNA) and Naval Academy Preparatory School (NAPS) (Chapter 3)

a. General Information

(1) The U.S. Naval Academy (USNA), located in Annapolis, Maryland, offers an outstanding opportunity for qualified young men and women to embark on careers as officers in the Navy or Marine Corps. Students at the Naval Academy are Midshipmen, U.S. Navy, receiving pay of a midshipmen plus tuition, room and board. Candidates report to the Naval Academy in July for Plebe Summer. The academic curriculum focuses primarily on technical fields of study such as engineering, math, and physics, which lead to appointments in the Unrestricted Line communities of the Navy including Surface Warfare, Submarines, Aviation, Special Warfare and Special Operations. A small percentage of appointments in the U.S. Marine Corps are also offered to those qualified. A Bachelor of Science degree is awarded upon graduation. Graduates are commissioned as Ensigns, U.S. Naval Reserve, or as Second Lieutenants, U.S. Marine Corps Reserve. The minimum service obligation is five years active duty and three years Reserve upon initial appointment as an officer.

(2) The Naval Academy Preparatory School (NAPS) provides intensive instruction and preparation for the academic, military and physical training curricula at the U.S. Naval Academy. NAPS students are in an active duty enlisted status. The school convenes in July of each year and runs through May of the following year. NAPS is located on board the Naval Education and Training Center, Newport, Rhode Island. Upon successful completion of NAPS, appointments to the Naval Academy are offered and those who accept the appointment report in July.

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(3) Applicants are strongly encouraged to apply to all categories of nominations for which they qualify. All categories of nomination are listed in Appendix A to this instruction or in the Admissions Chapter of the Naval Academy Catalog. Catalogs can be obtained by calling (410) 293-4361 or DSN 281-4361 or by writing to USNA Admissions Office, 117 Decatur Road, Annapolis, MD 21402.

b. Basic Eligibility Requirements.

Applicants must be:

- (1) Citizens of the United States and cannot be waived.
- (2) Of good moral character and have no record of disciplinary action within three years prior to application.
- (3) At least 17 years of age and must not have passed their 23rd birthday on 1 July of the year entering the Naval Academy. Age restrictions cannot be waived.
- (4) Unmarried, not pregnant, and have no legal responsibility to support children or other individuals.
- (5) Physically qualified.
- (6) High school graduates or hold a GED and scholastically qualified by USNA's admissions board.
- (7) Officially nominated from one of the many nomination sources available. Appendix A lists these sources.
- (8) Recommended by their commanding officer.

c. Additional academic and program eligibility requirements are specified in greater detail in Chapter 3 of this manual.

2. Naval Reserve Officers Training Corps (NROTC) Scholarship Program (Chapter 4)

a. General Information

(1) The purpose of the NROTC Scholarship program is to educate and train well-qualified young men and women for careers as commissioned officers of the Navy's Unrestricted Line and Nurse Corps. The NROTC Scholarship Program (excluding Nurse

Corps option) primarily focuses on technical fields of study such as engineering, math, and physics, which lead to appointments in the Unrestricted Line communities. Some scholarships for non-technical degrees are offered as well, but greater emphasis is given to technical majors to meet the increasing demand for technical training in the Fleet. The Unrestricted Line offers opportunities in Surface Warfare, Submarines, Aviation, Special Warfare and Special Operations. Nurse Corps option graduates receive commissions in the Nurse Corps. Initial appointments are in the grade of Ensign, United States Naval Reserve with a minimum service obligation of four years.

(2) The four-year and two-year NROTC Scholarship programs provide qualified students with tuition, books, instructional fees, uniforms, and a subsistence allowance of \$200 per month. Room and board expenses are not provided. Enlisted personnel selected for and enrolled in NROTC Scholarship programs are released from active duty and are not eligible for active duty pay and allowances, medical benefits, or other active duty entitlements while in these programs.

(3) Scholarship students must successfully complete naval science courses, drills, and summer training prior to graduation from college. Selectees must attend classes full-time during the academic year.

b. Basic Eligibility Requirements.

Applicants must be:

- (1) Citizens of the United States and cannot be waived.
- (2) Of good moral character and have no record of disciplinary action within three years prior to application.
- (3) Under 27 years of age on 30 June of the year in which eligible for commissioned status. Age waivers may be granted for prior active military service, on a month-for-month basis, computed as of 1 September of the year of enrollment in NROTC, provided the applicant will not reach his/her 30th birthday by 30 June of the year in which graduation and commissioning are anticipated.
- (4) High school graduates or hold a GED and be scholastically qualified.

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(5) Physically qualified for NROTC program as determined by the Physical Medical Review Board.

(6) Recommended by their commanding officer.

(7) Four-year applicants must have less than 30 semester hours or 45 quarter hours of college work completed by the fall of the year in which they will attend college.

c. Application Deadline. Applications must be received by 15 March for two-year applicants and 31 January for four-year applicants prior to the year in which the applicant desires admission.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 4.

3. The Broadened Opportunity for Officer Selection and Training (BOOST) Program (Chapter 5)

a. General Information

(1) The Broadened Opportunity for Officer Selection and Training (BOOST) program is a college preparatory program which prepares applicants for entry into the NROTC Scholarship program or the U.S. Naval Academy. BOOST provides a commissioning opportunity to Fleet Sailors who have demonstrated the qualities necessary for careers as Navy Unrestricted Line officers or as Nurse Corps officers, but whose past academic performance does not qualify them for immediate selection into an officer accession program. The BOOST program is a significant contributor to minority NROTC accessions, and therefore minority personnel are strongly encouraged to apply.

(2) BOOST is located at the Naval Education and Training Center, Newport, Rhode Island. It provides a rigorous 10-month college preparatory curriculum consisting of mathematics, English, science, computer science and military training.

b. Basic Eligibility Requirements.

Applicants must be:

(1) Citizens of the United States and cannot be waived.

(2) Of good moral character and have no record of disciplinary action 3 years prior to application.

(3) Under 22 years of age on 30 June of the year they will begin BOOST. Age waivers of one month of active duty up to 36 months can be granted.

(4) High school graduates or hold a GED and be scholastically qualified.

(5) Physically qualified.

(6) Recommended by their commanding officer.

c. Application Deadline. Applications must be received not later than 1 October of the year in which the applicant desires acceptance into the program.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 5.

4. Seaman to Admiral (STA) Program (Chapter 6)

a. General Information

(1) The Seaman to Admiral (STA) Program is a full-time undergraduate education and follow-on commissioning program applicable to enlisted personnel of the Regular Navy and the Naval Reserve including Training and Administration of the Reserve (TAR) personnel and Selected Reserve (SELRES) personnel.

(2) Personnel selected for the Seaman to Admiral program are provided a maximum of 36 months to complete a baccalaureate degree with benefits that include tuition, mandatory fees, book allowance, and full Navy pay and benefits in current pay-grade as well as opportunities to advance in enlisted rank while in school. Following degree completion, selectees will be transferred to Officer Candidate School (OCS) and upon successful completion of OCS, are commissioned as naval officers in the Unrestricted Line. Initial appointments are as Ensigns, U.S. Naval Reserve with a minimum service obligation consistent with assigned designator.

b. Basic Eligibility Requirements.

Applicants must be:

(1) Citizens of the United States and cannot be waived.

(2) Of good moral character and have no record of disciplinary action within 3 years prior to application.

(3) At least 22 years of age, but not have reached their 27th birthday by September of the application year.

(4) Serving on active duty or TAR status in paygrade E-4 or above with at least four years of active duty as of 30 September in the year prior to applying for the program.

(5) High school graduates or hold a GED and be scholastically qualified.

(6) Physically qualified.

(7) Recommended by their commanding officer.

c. Application Deadline. Applications must be received by 1 July of the year in which the applicant desires acceptance into the program.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 6.

5. Officer Candidate School (OCS) Program (Chapter 7)

a. General Information

(1) OCS is an initial commissioning program for individuals possessing at least a baccalaureate degree from an accredited institution. Selectees for OCS may choose, depending upon individual qualifications, designators within the Unrestricted Line, Restricted Line and certain Staff Corps designators. Appendix O of this manual provides a description of the designators open to qualified candidates. OCS is a 13-week program of concentrated officer training and indoctrination located at Naval Aviation Schools Command, Pensacola, Florida.

(2) Enlisted applicants selected for the program who are in paygrade E-4 or below are designated officer candidates and advanced to paygrade E-5 upon reporting to OCS. Enlisted applicants in paygrade E-5 and above are designated officer candidates in their present paygrades. Graduates of OCS are appointed as Ensigns, U.S. Naval Reserve and incur a minimum active duty obligation of four years. Certain designators incur greater minimum active duty obligation because of follow-on training required for that designator.

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b. Basic Eligibility Requirements.

Applicants must be:

- (1) Citizens of the United States and cannot be waived.
- (2) Of good moral character and have no record of disciplinary action within three years of application.
- (3) Possess a baccalaureate degree or advanced degree from an accredited institution.
- (4) At least 19 years old and meet designator specific age limitations which are outlined in NAVPERS 158391.
- (5) Meet specific program qualifications and aptitude scores.
- (6) Physically qualified.
- (7) Recommended by their commanding officer.

c. Application Deadline. Applications are accepted continuously throughout the year.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 7.

6. Enlisted Commissioning Program (ECP) (Basic ECP Chapter 8; AECP Option Chapter 9; NECP Option Chapter 10; and ECP-CEC Option Chapter 11)

a. General Information

(1) ECP provides a full-time opportunity to complete requirements for a baccalaureate degree and to earn a commission in the Unrestricted Line. ECP is open to eligible active duty Navy enlisted personnel who have earned previous college credit, but less than a baccalaureate degree. Prospective candidates must have 30 semester hours or 45 quarter hours of fully transferable college credit which can be applied to a selected major of study towards completion of a baccalaureate degree.

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(2) The ECP program offers several options for prospective candidates which include Basic ECP, Aviation Option ECP (AECp), Nuclear Option (NECP), and Civil Engineer Corps Option ECP (ECP-CEC).

(a) Basic ECP provides an opportunity to earn a commission in one of the Unrestricted Line communities.

(b) AECp. While the basic ECP provides opportunity for pilot designation, as well as other Unrestricted Line designators, graduates of AECp will be designated solely as Student Naval Aviators (Pilots).

(c) NECP. There are two different commissioning options available to a NECP officer candidate. The majority of officer candidates will be commissioned through Officer Candidate School following receipt of their degrees. In addition, a candidate can be commissioned at the host NROTC unit after completion of the required Naval Science courses.

(d) ECP-CEC. Applicants selected by the ECP-CEC board will be designated CEC officers upon commission.

(3) Selectees will be ordered to a NROTC host university. Basic ECP and AECp selectees attend the Naval Science Institute (NSI) at Newport, Rhode Island, enroute to their host university. The NSI program is an intensive 6 ½-week academic program, which fulfills the first two years of Naval Science instruction for commissioning through the NROTC unit.

(4) ECP students receive full pay and allowances for their enlisted paygrades and are eligible for advancement while in college. The student pays tuition, fees, books and other expenses incurred while participating in ECP. If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery GI Bill (MGIB) educational benefits; however, students are not eligible for benefits under the Tuition Assistance program.

(5) Selectees are required to complete degree requirements for non-technical degrees in not more than 30 calendar months, or technical degrees in not more than 36 calendar months and attend school on a full-time, year-round basis beginning in the fall of the year selected.

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(6) Graduates from Basic ECP and AECP are commissioned as Ensigns, United States Naval Reserve, and serve on active duty with a minimum service obligation of four years.

b. Basic Eligibility Requirements.

Applicants must be:

- (1) Citizens of the United States and cannot be waived.
- (2) Of good moral character and have no record of disciplinary action within three years prior to application.
- (3) At least 22 years of age by 1 November of the year in which applying for the program and be able to complete degree requirements and be commissioned prior to their 31st birthday.
- (4) Have completed at least 4 years of active service in the Navy or Naval Reserve as of 1 September in the year the application is made.
- (5) Have completed sufficient undergraduate course work no later than 4 December of the year in which they are applying for the program to complete requirements for a non-technical degree in 30 months or a technical degree in 36 months.
- (6) Physically qualified.
- (7) Recommended by their commanding officer.

c. Application Deadline. Applications must be received prior to 1 November of the year in which applicants desire acceptance into the program.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapters 8 through 11.

7. Medical Enlisted Commissioning Program (MECP) (Chapter 12)

a. General Information

(1) MECP is a Nurse Corps commissioning opportunity. It provides a pathway for active duty enlisted personnel of all ratings, who possess some college credit, to obtain a baccalaureate degree in nursing and ultimately a commission in the Nurse Corps. This program is not intended to serve as a precursor to medical school, or for physical therapy, physician assistant, or other health care specialty.

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(2) Selectees for the program will participate in a nationally accredited academic program leading to a baccalaureate degree in nursing. MECP students receive full pay and allowances for their enlisted paygrades and are eligible for advancement while in college. The student pays tuition, fees, books and other expenses incurred while participating in MECP. If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery GI Bill (MGIB) educational benefits, however, students are not eligible for benefits under the Tuition Assistance program.

(3) Selectees are required to complete degree requirements in not more than 36 consecutive calendar months and attend school on a full-time, year-round basis beginning in the fall of the year selected.

(4) Graduates from MECP are commissioned as Ensigns, in the Nurse Corps, United States Naval Reserve, and incur an eight year obligation of which minimum of four years must be served on active duty.

b. Basic Eligibility Requirements.

Applicants must be:

- (1) Citizens of the United States and cannot be waived.
- (2) Of good moral character and have no record of disciplinary action within the three years prior to application.
- (3) Serving on active duty in the U.S. Navy, U.S. Marine Corps, or Naval Reserve. Reservists on Active Duty for Special Work (ADSW) or Canvasser Recruiters are not eligible for the program.
- (4) Must have completed at least three years active service as of 1 October of the fiscal year in which the selection board is held.
- (5) Must be able to complete the nursing degree requirements and be commissioned prior to their 35th birthday.
- (6) High school graduates or hold a GED and be scholastically qualified.

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(7) Able to complete the requirements for a baccalaureate degree in nursing within 36 consecutive months from the date of enrollment into the MECF.

(8) Physically qualified.

(9) Recommended by their commanding officer.

c. Application Deadline. Applications must be received prior to 1 October of the year in which the applicant desires selection to the program.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 12.

8. Medical Service Corps In-service Procurement Program (MSC IPP) (Chapter 13)

a. General Information

(1) MSC IPP for Health Care Administration (HCA) and Physician Assistant (PA) provides a pathway to officer commissions for active duty enlisted personnel who meet eligibility criteria for Health Care Administration or Physician Assistant.

(2) Candidates for this program may have a qualifying degree or may have some college credit applicable towards an advanced qualifying degree. Those with qualifying degrees will receive direct appointments to the Medical Service Corps, in a paygrade commensurate with education level.

(3) Selectees who desire an advanced degree (graduate level) or possess transferable credits towards a graduate degree, will be afforded the opportunity to obtain a graduate degree while maintaining their active duty pay and benefits. MSC IPP students receive full pay and allowances in their current enlisted paygrades and are eligible for advancement while in college. The student pays tuition, fees, books and other expenses incurred while participating in the program. If eligible, students may use the VEAP or MGIB educational benefits, however, students are not eligible for benefits under the Tuition Assistance program. Selectees are required to complete degree requirements in not more than 36 calendar months and attend school on a full-time, year-round basis beginning in the fall of the year selected. Once they complete their degrees they will be commissioned as Lieutenant (junior grade), Medical Service Corps.

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b. Basic Eligibility Requirements.

Applicants must be:

- (1) Citizens of the United States and cannot be waived.
- (2) Of good moral character and have no record of disciplinary action within the last three years prior to application.
- (3) For MSC IPP, be serving on active duty in the U.S. Navy or Naval Reserve at time of application.
- (4) For MSC IPP, be serving in paygrade E5 through E9.
- (5) Not have reached their 35th birthday by time of initial appointment.
- (6) Possess qualifying degree for Health Care Administration or Physician Assistant or possess the following minimum amount of transferable college credit:
- (7) Physically qualified.
- (8) Recommended by their commanding officer.

c. Application Deadline. For the active duty IPP applications must be received by Chief of Naval Personnel (PERS-811) not later than the date announced in the NAVADMIN for the year's board (normally on 1 November of the fiscal year in which the application is made.)

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 13.

9. Limited Duty Officer (LDO including LTJG) and Chief Warrant Officer programs for active duty and inactive duty personnel (Chapter 14)

a. General Information

(1) The LDO and CWO programs provide commissioning Opportunities to qualified senior enlisted personnel (and CWOs). Chief Petty Officers (E7 through E9), E6 personnel who are selection board eligible for E7, and CWOs (applying for Lieutenant (junior grade) may qualify for these programs. The LDO and CWO programs are open to both active duty, including

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Training and Administration of Reserve (TAR) and inactive duty (Selected Reservists (SELRES)) personnel. A baccalaureate degree is not required, however it is strongly encouraged.

(2) LDOs are technically oriented officers who perform duties in specific occupational fields and require strong managerial skills. CWOs are technical specialists who perform duties requiring extensive knowledge and skills of a specific occupational field.

(3) Active duty and TAR personnel selected for LDO receive an initial appointment as Ensigns (01E) in the U.S. Navy and incur a minimum active duty obligation of three years. SELRES personnel selected for LDO receive an initial appointment as Ensigns (01) in the U.S. Naval Reserve and incur a minimum Reserve service obligation of three years. A Selected Reservist with more than four years of active duty service (active duty, Annual Training (AT), Active Duty Training (ADT), Active Duty for Special Work (ADSW), Career Advance Navy Recruiting Enlisted Counselor (CANREC), One Year Recall (OYR), Presidential Recall (PSRC) combined) will receive an appointment as an Ensign (01E).

(4) Active duty and TAR personnel selected for CWO receive an initial appointment as a CWO2 in the U.S. Navy and incur a minimum active duty obligation of three years. SELRES incur a minimum active duty obligation of three years. SELRES personnel selected for CWO receive an initial appointment as a CWO2 in the U.S. Naval Reserve and incur a minimum Reserve service obligation of three years. Active duty and inactive duty personnel in paygrade E9, who have completed two years time-in-grade will be appointed to CWO3 in the U.S. Navy or U.S. Naval Reserve, respectively.

(5) Active duty CWOs selected for LDO will be appointed in the temporary grade of LTJG (02E) in the U.S. Navy. Inactive duty CWOs selected for LDO will be appointed in the permanent grade of LTJG (02) in the U.S. Naval Reserve. A Selected Reservist with more than four years of active duty service (active duty, AT, ADT, ADSW, CANREC, OYR, PSRC combined) will receive an appointment as a LTJG.

(6) Application deadlines

(a) Active duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-811D) and postmarked not later than 1 August of the year in which application is made. Addenda must be forwarded (via unit commanding officer) and be

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received not later than 1 January of the calendar year the selection board convenes.

(b) Inactive duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-92D) and postmarked not later than 1 December of the year in which application is made. Addenda must be forwarded (via unit commanding officer) and be received not later than 1 April of the calendar year the selection board convenes.

b. LDO Basic Eligibility Requirements.

Applicants must be:

- (1) Citizens of the United States and cannot be waived.
- (2) Of good moral character and have no record of non-judicial punishment (NJP) in the past three years as of 1 October of the year application is made.
- (3) Serving on active duty in the U.S. Navy. Selected Reservists must be members of the Ready Reserve at the time application is made.
- (4) Serving in paygrade E7 through E8 or be an E-6 selection board eligible for E7.
- (5) Have at least eight, but not more than 16 years of service (E6 personnel 8-15 years). Selected Reservists must have at least eight, but not more than 16 years of Total Qualifying Federal Service (E6 personnel 8-15 years).
- (6) High school graduates or hold a GED.
- (7) Physically qualified and meet the physical fitness standards.
- (8) Favorably recommended by their commanding officer. (For SELRES personnel the recommendation is from their unit commanding officer).

c. Additional program eligibility requirements are specified in greater details in Chapter 14.

d. CWO Basic Eligibility Requirements.

Applicants must be:

- (1) Citizens of the United States and cannot be waived.
 - (2) Of good moral character and have no record of NJP in the past three years as of 1 October of the year application is made.
 - (3) Serving on active duty in the U.S. Navy. Selected Reservists must be members of the Ready Reserve at time application is made.
 - (4) Serving in paygrade E7 through E9 and E6 personnel selected for E7.
 - (5) Have at least 12, but not more than 24 years of active duty service. Selected Reservists must have at least 12, but not more than 24 years of Total Qualifying Federal Service.
 - (6) High school graduates or hold a GED.
 - (7) Physically qualified and meet the physical fitness standards.
 - (8) Favorably recommended by their commanding officer. (For SELRES personnel the recommendation is from their unit commanding officer.)
- e. Additional program eligibility requirements are specified in greater detail in Chapter 14.

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Chapter 2

OFFICER PROGRAMS APPLICATION INSTRUCTIONS

Please follow the instructions below for completing the Officer Programs Application. Specific program eligibility, and program information and application procedures for each officer program are contained in this Manual. Carefully read the appropriate program section **prior** to completing your application for an officer program. **You must have an original signature on each application you submit.**

INSTRUCTIONS

1. Read the following instructions carefully before filling out the form, OPNAV 1420/1. If you have questions about the application, contact the program point of contact listed in the respective program chapter. Illegible entries can result in misinterpretation by a selection board and may jeopardize your selection. **Applications must be typed or hand-written in black or blue ink.**
2. Enter Name and Rate/Rank, SSN in the blocks provided on top of every page of this application.
3. Provide information in each block as specified.

Block 1. List other names used particularly if college or high school transcripts or other important documents reflect a name different from your current name.

Block 2. Indicate programs to which you are applying by placing an **X** in the box next to the appropriate program. Check **all** programs for which you are applying. Please note the requirements for each program and for duplicate program submission send package to appropriate address.

USNA	United States Naval Academy
NROTC	Naval Reserve Officers Training Corps
BOOST	Broadened Opportunity For Officer Selection and Training
STA	Seaman To Admiral
OCS	Officer Candidate School
ECP	Enlisted Commissioning Program
AECP	Enlisted Commissioning Program Aviation Option
NECP	Enlisted Commissioning Program Nuclear Option

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ECP-CEC	Enlisted Commissioning Program Civil Engineer Corps Option
MECP	Medical Enlisted Commissioning Program
MSC IPP	Medical Service Corps In-service Procurement Program (Health Care Administration or Physician Assistant)
LDO	Limited Duty Officer
CWO	Chief Warrant Officer

Block 3. Desired community/designator. List desired community/designator preference: for example, Surface Warfare, Aviation, Surface Warfare Nuclear, Nurse Corps, and Submarine. This information is required for OCS, NECP, LDO and CWO (maximum 2 designators for LDO/CWO applicants), but is optional for all other programs. (NROTC and BOOST applicants can only choose URL community.) See Appendix O for the listing of communities and officer designators.

PERSONAL INFORMATION SECTION. For the following blocks, please indicate as applicable.

Blocks 4 and 5. Self Explanatory.

Block 6. (Not required for LDO/CWO applicants unless applicant is a naturalized citizen.) U.S. citizenship is a requirement by law for all commissioned officers (10 U.S.C 532); therefore, you must provide proof of U.S. citizenship when applying for a commission or for programs leading to a commission. A copy (DO NOT SEND IN ORIGINAL) of your birth certificate is valid proof of U.S. citizenship. In certain states it is illegal to copy the birth certificate. In those cases, applicants may use the Verification of Birth (Form DD 372). When using the Form DD 372, your Personnel Office or Executive Officer must sight your original birth certificate and sign in the appropriate block of the form, the date that the original document was sighted. Other valid forms of proof of U.S. citizenship include Naturalization and Citizenship Certificates and the U.S. passport. In these cases, your Personnel Office or Executive Officer must complete the Verification of Birth (Form DD 372), since it is illegal to copy Naturalization Certificates or Citizenship Certificates. (DO NOT SEND IN ORIGINALS). Not required for LDO/CWO applicants unless applicant is a naturalized citizen.

Block 7. Self Explanatory.

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Block 8. Number of Dependents: Include spouse, if applicable.

Block 9. State of Legal Residence: Applicable to Basic ECP, AECP, NECP, and STA only.

Block 10. Unit Identification Code (UIC): Contact your Command's Administration Office for this information.

Block 11. Projected Rotation Date (PRD): Self Explanatory.

Blocks 12 and 13. Self Explanatory.

Block 14. Race: Check one.

NAVAL ACADEMY SECTION. To be completed by Naval Academy applicants only.

Block 15. Provide your State of Legal Residence and Congressional District.

Block 16. Indicate if you are interested in the Naval Academy Preparatory School. See Chapter 3 for specific program information.

MILITARY INFORMATION SECTION

Blocks 17 through 20. Self Explanatory.

Block 21. Testing Scores. (Not applicable for LDO/CWO.) See specific chapters for Testing Scores.

Block 22. PRT section should be completed by your command Physical Fitness Coordinator. (Not required for LDO/CWO applicants.)

- PRT: Scores must be from last 3 consecutive official PRTS.
- Final Scores: Enter total numeric score.
- Overall Score: Circle one of the following scores: O=Outstanding, E=Excellent, G=Good, S=Satisfactory, F=Fail.
- Run/Swim: Circle either Run/Swim and Enter time (minutes.seconds).
- Sit-ups: Enter number of sit-ups.

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- Push-ups: Enter number of push-ups.
- Height: Enter height in inches.
- Weight: Enter weight in pounds.
- Percent Body Fat (if applicable).

Block 23. Self Explanatory. (Attach separate sheet if more space is necessary.)

EDUCATION SECTION

Block 24. High School. Include GED information, only if you are not a high school graduate. If you earned a GED, you should still include all high school transcripts. Attach one certified copy of each high school transcript and/or GED certificate. (Not required for OCS, MSC IPP.) (Only required for LDO/CWO if not a High School Graduate.)

Block 25. College. Provide the required data if applicable. If you have not completed your baccalaureate degree, and are applying for a degree completion program, provide the number of fully transferable college credits. See appropriate chapters for specific educational requirements and college transcript information.

Block 26. Degree/University Preference. See Appendix B for available universities. **NROTC applicants must list a state college or university as one of your top two choices. Applications will not be reviewed without a minimum of three listed.** Not required for OCS and LDO/CWO.

PERSONAL HISTORY

Block 27. Personal Awards. Include Flag Letters of Commendation, Navy and Marine Corps Achievement Medal and higher, including Good Conduct Medals.

Block 28. Service Schools. Attach your SMART transcript. List any Service Schools that were attended for a 2-week duration not listed on the SMART.

Block 29. Self Explanatory.

Block 30. Extracurricular Activities. List extracurricular activities and dates of involvement starting with the most

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recent, e.g., sports, clubs, civic or military activities/ volunteer work, collateral duties and command activities. Highlight any positions of leadership associated with the activity, e.g., team leader, MWR Chairman, President of High School or College Team or Club.

Block 31. Special Abilities. List all foreign language abilities, flying experience, including airframe and hours, computer skills, etc.

Block 32. Civil/Military Offense(s): Fill out as directed. **Important!** Providing false information or failing to declare any civil/military offense(s) may result in non-selection for the program.

Block 33. Drug Use/Alcohol Related Incident(s): Fill out as directed. **Important!** Providing false information or failing to declare any drug/alcohol incident(s) may result in non-selection for the program.

Block 34. Previous applications for any commissioning programs: List programs and dates (FY) for any commissioning programs you were selected for or attended. Include a brief explanation for withdrawing from the program in the block provided in the Personal Statement sections of this application.

PERSONNEL SECURITY INFORMATION. This section is applicable to OCS and MSC IPP applicants. All other programs, not applicable.

Blocks 35 through 37. Provide the information as indicated. Your Security Manager **must** obtain verification from Department of Navy Central Adjudication Facility (DONCAF) that you possess the appropriate entrance agency check. Your Command Security Manager or Executive Officer must sign in the blocks provided that verification was made with DONCAF and that you possess the appropriate entrance investigations. **Applications will be rejected and returned to the applicant** if this section is not completely filled out or if Command Security Manager verification is not indicated. Applicants for the OCS, or MSC IPP programs, who do not have either a valid Entry Level National Agency Check (ENTNAC) or National Agency Check (NAC), must include a completed SF 86 (EPSQ version 2.1 or higher) with the Officer Programs Application. OCS applicants for Special Duty Officer programs in Intelligence, Cryptology or Nuclear Power designators will

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require a Special Background Investigation and applicants may be required to submit a Personnel Security Questionnaire (SF 86 EPSQ version 2.1 or higher) regardless of whether they have an ENTNAC or NAC. See specific sections of this manual for specific program guidance.

Privacy Act. Read Privacy Act completely. Sign and date your application.

Additional Application Requirements

Personal Statement. Use the space provided to answer questions 1 and 2 and, if applicable, question 3. Your personal statement should be a clear, concise essay addressing the areas listed on the application form. If handwritten, it must be legible. Extra attached sheets and lengthy statements are discouraged.

Financial Statement (OCS Applicants only). Use the space provided to answer questions 1 through 6. If handwritten, it must be legible.

Commanding Officer Recommendation

To be completed by your Commanding Officer.

Request For College Transcript

To be completed and signed by the applicant.

NOTE: OCS, NROTC and MSC IPP require an **official** transcript with a raised seal from school official or registrar. For other programs, a certified copy of your transcript(s) is sufficient.

You must provide transcripts from all colleges you attended.

Detach transcript request from application form and send it to university/college(s).

Make checks payable to the university/college and send with transcript request.

Request For High School Transcript (FOR USNA, NROTC, BOOST, SEAMAN TO ADMIRAL, ECP, NECP, AND MECP APPLICANTS ONLY)

To be completed and signed by the applicant.

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Provide certified copies of transcripts from all high schools attended.

NROTC applicants must use the High School Transcript Request form located in the Officer Programs Application (Chapter 2).

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FOR OFFICIAL USE ONLY (When filled in)
OFFICER PROGRAMS APPLICATION

Applicant's Name (Last, First, MI) _____ Rate/Rank _____ SSN _____

1. **Other Last Names Used** (i.e., maiden name) _____

2. Indicate program(s) to which you are applying:

<input type="checkbox"/> USNA	<input type="checkbox"/> BOOST	<input type="checkbox"/> Basic ECP	<input type="checkbox"/> MECP (Nurse)
<input type="checkbox"/> NROTC 4 yr	<input type="checkbox"/> BOOST (Nurse)	<input type="checkbox"/> Aviation ECP	<input type="checkbox"/> MSC IPP (Check Program)
<input type="checkbox"/> NROTC 2 yr	<input type="checkbox"/> STA	<input type="checkbox"/> Nuclear ECP	<input type="checkbox"/> Health Care Administration
<input type="checkbox"/> NROTC (Nurse) 4 yr	<input type="checkbox"/> OCS	<input type="checkbox"/> Civil Engineer	<input type="checkbox"/> Physician Assistant
		<input type="checkbox"/> Corps ECP	<input type="checkbox"/> LDO
			<input type="checkbox"/> CWO

3. **Desired Community/Designator** (Required for OCS, NECP, LDO/CWO applicants. Optional for all other programs.)
 (NROTC, BOOST applicants can only choose URL community.)

a. _____ b. _____ c. _____

PERSONAL INFORMATION	
4. Gender (Check one option) <input type="checkbox"/> Male <input type="checkbox"/> Female	5. Date of Birth _____ (dd/mm/yy)
6. Citizenship a. U.S. Citizen? Yes/No _____ b. Place of Birth _____ (Not Req for LDO/CWO) c. If a naturalized citizen, provide the following: (1) Naturalization number: _____ (2) Place where naturalized: _____ (3) Date of naturalization: _____ d. Citizenship certificate? Yes/No _____ If yes, provide certificate number and attach verification of birth (DD 372).	7. Marital Status (Check one option) Married _____ Divorced _____ Separated _____ Single _____
8. Number of Dependents (Not Required for LDO/CWO/ STA/ Basic ECP/AECP/ MECP, MSC) <input type="checkbox"/> Spouse <input type="checkbox"/> No. of dependent children <input type="checkbox"/> No. of other dependents Explain: _____	9. State of Legal Resident (Applicable to Basic ECP, AECP, NECP, and STA only) _____ _____
10. UIC _____	11. PRD _____ (mm/yy)
12. Command Address (FPO/APO address) Name of Command _____ Street _____ City _____ State _____ Zip Code _____ Phone/DSN: _____ Fax: _____ E-mail: _____	13. Current Mailing Address (Home) Street _____ City _____ State _____ Zip Code _____ Phone: _____ Fax: _____ E-mail: _____
14. Race (Check one) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Native Alaskan/Am. Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Filipino <input type="checkbox"/> Other <input type="checkbox"/> Unknown	

Applicant's Name (Last, First, MI) _____ Rate/Rank _____ SSN _____

NAVAL ACADEMY (not applicable to other programs)

15. State of Legal residency and Congressional District _____

16. Naval Academy Preparatory School (NAPS)

Would you like to be considered for the Naval Academy Preparatory School if found not scholastically qualified for direct entrance to the Naval Academy? Yes ☐ No ☐**MILITARY INFORMATION**17. Date of Rate _____
(dd/mm/yy)

18. Branch of Service and Component (Check appropriate block)

☐ USN ☐ USNR ☐ USNR(TAR) ☐ USNR-R ☐ USMC _____ Other (Specify)

19. Warfare Qualification(s)

(1) _____ (2) _____ (3) _____ (4) _____

20. Active Duty Service Date _____

(dd/mm/yy)

21. TESTING SCORES (See specific chapters per officer program) (Not required for LDO/CWO)

TEST	SCORES	TEST	SCORES
AFQT		SAT/ACT	
VE		GRE/GMAT	
AR		P/FOFAR	
		P/FOBI	
		OAR	
		AQT	

22. PRT INFORMATION (Not required for LDO/CWO)

Provide the following information for the last three (3) consecutive official PRTs.

Date of PRT	Final Score	Overall Score	Run/Swim	Sit ups	Push ups	Height	Weight	Percent Body Fat
		O E G S F						
		O E G S F						
		O E G S F						

PRT Coordinator (Print Name and Rate/Rank) _____

PRT Coordinator Signature and date: _____

23. DUTY ASSIGNMENT HISTORY (List last 5 commands)

Dates (from/to)	Position (Primary Duty)	Command
PRESENT		

*attach separate sheet if more space is necessary

Applicant's Name (Last, First, MI) _____ Rate/Rank _____ SSN _____

EDUCATION**24. HIGH SCHOOL:** (Attach one certified copy of each high school transcript(s) and GED certificate.) (For LDO/CWO: attach proof of GED if not a High School Graduate)

- a. High School Graduation Date _____ (dd/mm/yy) _____
- b. High School(s) Attended (Name and location):
- (1) _____
- (2) _____
- (3) _____
- c. GED Date _____ (dd/mm/yy) _____

25. COLLEGE: (Attach one certified copy of all college transcript(s))

- a. Associates Degree _____ Date of Degree _____
- b. Bachelor's Degree _____ Major _____ Date of Degree _____
- c. Number college credits if Bachelor's Degree is not complete _____
- d. Anticipated date of graduation if Bachelor's Degree is not complete _____
- e. Graduate Degree _____ Major _____ Date of Degree _____

26. Degree Preference (Not required for OCS, LDO/CWO)

- a. Desired Course of Study (Major) _____
- b. University Preference(s):
- (1) _____
- (2) _____
- (3) _____
- (4) _____

PERSONAL HISTORY**27. Personal Awards** (Attach one copy each of award citation)

Award	Command (Short Title)	Date Awarded

* attach separate sheet if more space is necessary

28. Service Schools (If applicable, attach copy of SMART Transcript)

Name and Location of Service Schools Attended	Date of School	Class Standing (if applicable)

* attach separate sheet if more space is necessary

29. Correspondence Courses (Exclude rate required courses)

Correspondence Course Title	Date of Completion

* attach separate sheet if more space is necessary

Applicant's Name (Last, First, MI) _____ Rate/Rank _____ SSN _____

30. Extracurricular Activities

1.
2.
3.
4.
5.

31. Special Abilities: (List all foreign language skills; flying experience, including airframe and hours; computer skills, etc.)

1. _____
2. _____
3. _____

32. Civil/Military Offense(s)

Have you ever been cited, arrested, convicted, or fined for any violation of any law or ordinance? Yes _____ No _____

If yes, give complete description of incident(s). State where and when each incident occurred, the nature of offense(s), and the date and disposition of case(s). (Include NJPs, and Courts Martial). NOTE: FAILURE TO REPORT ANY SUCH INCIDENT MAY BE GROUNDS FOR WITHDRAWAL OF AN OFFER OF ACCEPTANCE INTO A COMMISSIONING PROGRAM.

Offense	Place of Offense	Disposition of Offense	Date of Disposition

33. Drug Use/Alcohol Related Incidents NOTE: FAILURE TO REPORT ANY SUCH INCIDENT MAY BE GROUNDS FOR WITHDRAWAL OF AN OFFER OF ACCEPTANCE INTO A COMMISSIONING PROGRAM.

Drug/Alcohol Used	Amount Taken	Frequency of Use	Date Last Used

*attach separate sheet if more space is necessary

Applicant's Name (Last, First, MI) _____ Rate/Rank _____ SSN _____

34. Previous applications/attendance to any commissioning programs

Program	Sponsor Service	Date	Results (Selected but declined position or non-selected)

*attach separate sheet if more space is necessary

PERSONNEL SECURITY INFORMATION - Required for applicants for OCS and MSC IPP ONLY. This section MUST be completed by the Command Security Manager. Applications will be returned if this section is not completed. NOTE: If you possess a current background investigation, the Electronic Personal Security Questionnaire (EPSQ) is NOT required. See Chapters 7 and 13 for further guidance.

35. Type of background investigation. ENTNAC _____ NAC _____ OTHER _____

36. Investigating Agency e.g., DOD, FBI, State Department _____ Date of investigation _____

37. Command Security Manager verification of current ENTNAC or NAC

Security Manager Name and Rank (Print): _____ Work Phone: _____
 Security Manager Signature and date: _____ DSN: _____

PRIVACY ACT

AUTHORITY: Title 10 United States Code, Section 532, and 2122, 12209, 12241 which prescribes qualifications for appointment in the Armed Forces of the United States, information regarding your educational background, involvement with law enforcement agencies, juvenile, traffic, criminal, or other, including foreign countries, drug usage, physical problems or prior processing, whether for U. S. Navy or branches of the services not withstanding. Executive Order 9397 authorizes the solicitation of the Social Security Number (SSN). Deliberate concealment or false representations may result in disenrollment, and the Uniform Code of Military Justice (UCMJ) Article 83 authorizes a fine and/or imprisonment for fraudulent appointment.

PRINCIPAL PURPOSES: To determine the applicant's eligibility for appointment into the United States Navy. The information provided is **FOR OFFICIAL USE ONLY** and may become a permanent part of your service record and will be maintained and used in strict confidence in accordance with Federal Law and Regulations. The Social Security Number will be used to verify, identify and locate existing records.

ROUTINE USES: To obtain background information from the application to determine applicant's qualifications for commission and programs leading to commission. If prosecuted by the Federal Government for fraudulent appointment, the collected information may be released to the Department of Justice.

DISCLOSURE: Voluntary; however, failure to provide the requested information as well as the Social Security Number may result in denial of appointment into the United States Navy. If after you are appointed, it is found that you concealed a record, you may be discharged from the U. S. Navy as a fraudulent appointment and may be subject to a fine and/or imprisonment.

I certify that the above information is correct. **(Please note, duplicate applications require original signature.)**

Applicant Signature _____ Date _____

Applicant's Name (Last, First, MI)_____ Rate/Rank_____SSN _____

PERSONAL STATEMENTS

1. For all applicants, including Nurse Corps, use the space provided to describe the following in detail: (limit your statement between 200 to 250 words)

- Reasons for applying for a commission
- Personal and professional goals
- Strengths/personal characteristics you possess which will contribute to success in the program(s) to which you are applying. Address any other relevant information or substantial accomplishments not already covered.

2. Discuss what the Navy's Core Values (honor, courage, commitment) mean to you and how you think they will apply to you as an officer in the U.S. Navy.

PERSONAL STATEMENTS (Cont.)

3. Address any waiver requests, for example: age, education, Time in Service, Time in Grade, requirements, etc. (if applicable).

Applicant's Name (Last, First, MI) _____ Rate/Rank _____ SSN _____

COMMANDING OFFICER'S RECOMMENDATION

Commanding Officer Name _____

Command _____

Street Address _____

City _____ State _____ Zip _____

Work Phone _____ DSN _____ Fax _____

Please evaluate the candidate in the following areas:

TRAITS	Outstanding	Excellent	Good	Satisfactory	Unsatisfactory
Leadership Potential					
Professional Performance					
Personal Appearance					
Teamwork					
Technical/Rating Knowledge (if applicable)					
Academic Potential					
Officer Potential					
Motivation for Program					
Overall Evaluation					

Does this candidate meet all physical requirements? _____

Is the candidate World wide Assignable? _____

Member ranked _____ out of _____ current applicants for the same program from my command.

Remarks. Please provide in space below your personal recommendation and certification that the applicant meets eligibility requirements for the program(s) for which he/she is applying. Also provide amplifying information which would help a board in making a selection determination. Address and make recommendation if applicant requests a waiver of any program eligibility requirement. (For LDO/CWO applicants only: Address qualification for each designator listed in application.)

By your signature you are certifying that this candidate meets program eligibility requirements and that any waiver request(s) has been addressed. **Please note, duplicate applications require original signature.**

Signature _____ Date _____

Applicant's Name (Last, First, MI) _____ Rate/Rank _____ SSN _____

REQUEST FOR HIGH SCHOOL TRANSCRIPT

PRINT NAME IN FULL (LAST, FIRST, MIDDLE)

BIRTHDATE _____ SOCIAL SECURITY NUMBER _____

GRADUATION YEAR _____ NUMBER OF TRANSCRIPTS REQUESTED _____

Send transcript to: _____

Check or Money Order enclosed \$ _____

I authorize release of my high school transcript.

Signature

Date

(TO BE COMPLETED BY SCHOOL OFFICIAL!)

Instructions: The student named above is applying for an officer program in the U. S. Navy. Please complete, as accurately as possible, this part of the form. The Scholarship Selection Board uses a transcript of grades in reviewing an applicant's record.

1. In addition to courses taken (or in progress) and grades received, it is essential that the transcript reflect rank in class along with the most complete academic record to include test results such as NMSQT, CEEB'S, ACT'S and other national examinations.

2. Important! Please submit this information immediately.

3. Return completed form and transcript signed or stamped by a high school official to the activity indicated above. (Also, include a profile of the graduating class, if possible.)

Candidates Cumulative GPA _____ GPA Scale _____ Rank in Class _____

Percentage of Graduating Class expected to enter: 4 YR College _____
2 YR College _____

School ETS Code _____

Did this student take any:

Honor Courses	Accelerated Courses	Advance Placement Courses	Not Available
YES NO	YES NO	YES NO	YES NO

Are all Honors, accelerated, and advanced placement courses given extra credit in computing:

Rank in class Y N

Grade averages Y N

Is applicant from minority group or disadvantaged background? Y N

Applicant's Name (Last, First, MI) _____ Rate/Rank _____ SSN _____

HIGH SCHOOL TRANSCRIPT CONTINUES

If yes, which: Minority
Disadvantaged (specify in comment area)

Official Name of School _____

Street Address _____

City _____ State & Zip _____ School Telephone _____

Ranking period (Month & Year): _____

Indicate how grade point average and rank were determined if profile not available.

If rank is not available, please circle placement percentile below.

Top 5%, 10%, 20%, 30%, 40%, 50%, Lower 50%

Comments:
(Additional information which may be significant in considering the applicant.)

Date	Title	Signature	Print Name
------	-------	-----------	------------

Applicant's Name (Last, First, MI) _____ Rate/Rank _____ SSN _____

REQUEST FOR COLLEGE TRANSCRIPT**To be completed by applicant**

Name of university/college _____

Street Address _____

City _____ State _____ Zip _____

Name on transcript _____ Dates attended _____

Year of graduation _____ Degree (college only) _____

Number of transcripts requested _____ Check or money order enclosed \$ _____

Send transcript to:

_____	_____
_____	_____
_____	_____

Signature: _____ Date: _____

SEND THIS FORM ALONG WITH APPROPRIATE MONEY ORDER OR CHECK TO THE UNIVERSITY/COLLEGE.

Applicant's Name (Last, First, MI) _____ Rate/Rank _____ SSN _____

FINANCIAL STATEMENT FOR OCS

**** If yes to questions 1 through 6, please ensure you provide the MONTH, YEAR, TYPE OF ACTION, AMOUNT, NAME ACTION OCCURRED UNDER, NAME AND ADDRESS OF COURT OR AGENCY HANDLING CASE, STATE, ZIP CODE**

1. In the last 7 years, have you filed a petition under any chapter of the bankruptcy code? YES NO

2. In the last 7 years, have your wages been garnished? YES NO

3. In the last 7 years, has any of your property been repossessed? YES NO

4. In the last 7 years, has a lien been placed against your property for failing to pay taxes or other debts? YES NO

5. In the last 7 years, have all judgements against you been paid in full? If no, indicate payment plan and last projected payment.

6. In the last 7 years, have you been over 180 days delinquent on any debt(s)? YES/NO Are you currently over 90 days delinquent on any debt? YES/NO If yes to either provide: Date debt incurred (mm/yy), date satisfied (mm/yy) amount, type of loan or obligation and account number, name and address of creditor or obligee, include state and zip.

Applicant's Name (Last, First, MI) _____ Rate/Rank _____ SSN _____

FINANCIAL STATEMENT FOR NROTC**STATEMENT OF FINANCIAL RESPONSIBILITY**

I, _____ (Rate/Name) _____, provide the following information in support of my application for the NROTC Program.

Dependents: Spouse _____ (yes or no) _____ Children _____ (Number) _____ (Ages) _____

Current Savings \$ _____ Current Outstanding Debt \$ _____

I understand that all of my military pay and allowances will stop when I enter the NROTC Program. I also understand that the NROTC Scholarship only provides \$200 per month and that I am responsible to pay for all housing, food, medical, and other living expenses. The following provides information relevant to my financial obligations:

Anticipated monthly income
while attending college

Anticipated monthly expenses
while attending college

NROTC Stipend	\$ 200	Rent	_____
Spouse's income	_____	Utilities	_____
Savings	_____	Food	_____
GI Bill	_____	Medical	_____
Grants (specify)	_____	Auto payments/ Insurance	_____
Loans (specify)	_____	Transportation	_____
Other income (specify)	_____	Entertainment	_____
	_____	Debt Payments (incl.credit cards)	_____
Clothing	_____	Other	_____
TOTAL	_____	TOTAL	_____

Reviewed:

Signed:

Command Representative_____
Applicant

INTERVIEWER'S APPRAISAL SHEET

See information on next page before completing. **TYPE OR PRINT LEGIBLY**

NAME (Last, first, middle)	PROGRAM FOR WHICH APPLYING	DATE
----------------------------	----------------------------	------

PERSONAL QUALITIES

DESCRIPTIVE: (Observe the applicant and write 6 adjectives or phrases which you believe to be most descriptive of the applicant)		
1.	2.	3.
4.	5.	6.

EVALUATIVE: Consider the applicant as a potential naval officer, and evaluate him on the following:

APPEARANCE AND POISE	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY
ORAL COMMUNICATION AND EXPRESSION OF IDEAS	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY
LEADERSHIP POTENTIAL	*OUTSTANDING	EXCELLENT	GOOD	ADEQUATE	*UNSATISFACTORY
YOUR WILLINGNESS TO HAVE INDIVIDUAL SERVE UNDER YOUR COMMAND WHEN COMMISSIONED	PARTICULARLY LIKE TO HAVE	PREFER TO MOST	BE PLEASED TO HAVE	BE SATISFIED WITH	PREFER NOT TO HAVE
	10	9	8	7	6
	5	4	3	2	1
					0

COMMENTS: (A summary statement evaluating the applicant is required. All extreme ratings marked by an (*) should be further commented upon on this page.)

MOTIVATION					
PROGRAM MOTIVATION (Indicate the applicant's motivation for the program for which applying.)	VERY HIGHLY MOTIVATED FOR PROGRAM	DEFINITELY MOTIVATED FOR PROGRAM	MOTIVATED FOR NAVY. PROGRAM NOT IMPORTANT	MOTIVATED FOR COMMISSION PROGRAM AND SERVICE NOT IMPORTANT	UNABLE TO DETERMINE
POTENTIAL					
POTENTIAL AS A CAREER NAVAL OFFICER (Complete for all commissioning programs)	OUTSTANDING	EXCELLENT	GOOD	AVERAGE	LESS THAN AVERAGE
	(1)	(2)	(3)	(4)	(5)

COMMENTS: (Supplement or qualify the motivation rating and potential as a career naval officer, as appropriate.)

SIGNATURE OF INTERVIEWER	TYPED OR PRINTED NAME OF INTERVIEWER	GRADE, CORPS (if any DESIGNATOR, BRANCH OF SERVICE
-----------------------------	---	---

INFORMATION FOR COMPLETING INTERVIEWER'S APPRAISAL SHEET

1. The purpose of the interview is to evaluate accurately and impartially the characteristics of the candidate to determine potential as a commissioned officer and motivation toward service in the Navy.
2. The interview should take a minimum of 15 minutes. A period of 15 - 30 minutes is usually adequate, although more time may be necessary on occasion.
3. Discussion topics should draw out the applicant. Suggested topics include: Navy programs, service life, school experience, personal interests, goals in life, current events, sports, family attitude toward application, and any others suggested by a review of the application file.
4. Marking is difficult. Your judgements form an important part of each applicant's file, and usually represent the only personal contact with the applicant reported by an official of the Navy. Be fair and impartial, neither too easy nor too hard on the applicant. Mark only on what you have observed personally, not on the opinions or comments of others.
5. No marks should be put on this form until the interview has been completed.
6. If it appears that the space for comments will not be sufficient, phrases may be used rather than complete sentences.
7. Below is a checklist of characteristics which interviewing officer can observe or adjectives which can be used to describe these characteristics in applicants. This is meant only to assist the interviewer in preparing for the interview and in making a written evaluation afterward. It is not intended to be all-inclusive.

Characteristics/Descriptive Adjectives:**Bearing**

Good posture
Slouch
Forceful
Apathetic
Casual
Formal

Grooming

Careless
Neat
Clean
Unclean
Well-dressed
Inappropriately dressed

Composure

Poised
Awkward
Relaxed
Nervous
Confident
Insecure

Attitude

Sincere
Flippant
Enthusiastic
Indifferent
Cooperative
Uncooperative
Contentious
Pleasant
Forthright
Secretive
Arrogant
Modest

Oral Expression

Articulate
Inarticulate
Responsive
Unresponsive
Taciturn
Loquacious

General Impression

Impressive
Unimpressive
Dull
Interesting
Mature
Immature

Voice Quality

Strident
Soft spoken
Speaks Clearly
Inaudible

Chapter 3
U.S. NAVAL ACADEMY (USNA) AND NAVAL ACADEMY PREPARATORY SCHOOL
(NAPS)

1. Reference

(a) U.S. Naval Academy Catalog

2. Program Information

a. The U.S. Naval Academy is a four-year military university that offers an outstanding opportunity for qualified young persons to embark on careers as officers in the Navy or Marine Corps after obtaining a Bachelor of Science degree. Students at the Naval Academy are Midshipmen, U.S. Navy, receiving pay of a midshipmen plus tuition, room and board. Candidates report to the Naval Academy in July for Plebe Summer. Graduates are commissioned as Ensigns, U.S. Naval Reserve, or as Second Lieutenants, U.S. Marine Corps Reserve. The minimum service obligation is five years active duty and three years Reserve upon initial appointment.

b. The Naval Academy Preparatory School (NAPS) provides intensive instruction and preparation for the academic, military and physical training curricula at the Naval Academy. NAPS students are on active duty enlisted status in the U.S. Navy. The school convenes in July of each year and runs through May of the following year. Upon successful completion of NAPS, appointments to the Naval Academy are offered and those who accept the appointment report in July.

c. Any enlisted man or woman in the Navy or Marine Corps, or the Naval or Marine Corps Reserve on active duty, may apply to the Military Academy, Air Force Academy, or Coast Guard Academy. In addition, enlisted members who apply to any of the Service academies and are not selected for direct entry are automatically considered for entrance into that Service academy's preparatory school.

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3. Eligibility Requirements

- a. U.S. citizenship is required and cannot be waived.
- b. At least 17 years of age and must not have passed their 23rd birthday on 1 July of the year entering the Naval Academy. Age restrictions cannot be waived.
- c. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction, no record of disciplinary action under Article 15, Uniform Code of Military Justice, or conviction by civil court for misdemeanors (except minor traffic violations) during the three years preceding application for the program. Any substantiated drug use or alcohol abuse will result in disqualification.
- d. Unmarried, not pregnant, and have no legal responsibility to support children or other individuals.
- e. Applicants must be physically qualified and in excellent health and physical fitness as determined by a medical examination administered by the Department of the Defense Medical Examination Review Board (DODMERB). DODMERB will schedule the service academy qualifying medical examination for applicants found scholastically qualified. In most cases, the medical exam will be done at the service member's local medical facility with the assistance of DODMERB. Applicants must meet the following criteria:
 - (1) Have normal visual acuity of 20/20 in each eye. Waivers are granted to many candidates with some degree of defective visual acuity provided the vision can be corrected to 20/20 in each eye with conventional (spectacle) lenses in which the refractive power does not exceed +/-6.0 diopters in any meridian and the astigmatism is not more than 3.0 diopters.

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(2) Have normal color perception as determined by the Farnsworth Lantern test.

(3) If applicants have any tattoos, brands or pierced body parts (excepting a single earring perforation of each earlobe for women), these must not be visible when wearing regulation Physical Education gear (gym clothes). Any tattoos or brands that are prejudicial to good order and discipline, offensive, or are of a nature to bring discredit to the Naval Service are prohibited regardless of location.

f. Scholastically qualified as determined by the Naval Academy based upon:

(1) An acceptable secondary school transcript with college preparatory subjects and grades indicating college capability and a class standing normally in the top 40 percent in high school.

(2) Acceptable score(s) on the Scholastic Aptitude Test (SAT) or the American College Testing (ACT) Program Test. These tests should be no more than three years old upon applying for the Naval Academy. To be considered for a Secretary of the Navy nomination, a candidate must obtain a combined SAT score, Math and Verbal, of 1,050, or combined ACT score, Math and English, of 46. These scores are not competitive for entrance into the Naval Academy, but may place a candidate in contention for NAPS based on the "whole person" concept. Tests may be taken more than once, and the highest scores in each category on either test will be accepted.

(3) Applicants who are close to these levels or have questions about academic qualification are strongly encouraged to contact the Fleet Coordinator at the Naval Academy Admissions Office at (410) 293-1840/DSN 281.

g. Applicants for the military academies must obtain

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a nomination, and are strongly encouraged to apply to all categories of nominations for which they qualify. More information and the categories of nomination are listed in Appendix A to this instruction and in the Admission Chapter of the Naval Academy Catalog. Catalogs and/or additional information can be obtained by calling (410) 293-4361/DSN 281 or by writing to USNA Admissions, 117 Decatur Road, Annapolis, MD 21402.

h. Recommended in writing by their commanding officer.

4. Application Submission Procedures and Deadlines

a. Applicants must fill out blocks 1-25 of the Officer Programs Application form, and submit it via their chain of command prior to 31 January of the year in which they would be entering the Naval Academy or Naval Academy Preparatory School.

b. Submit official SAT or ACT test scores to USNA. If test was not taken, applicants must register and pay for SAT or ACT tests, and request that the test results be sent to the Naval Academy. (**See note below) Use code 5809 for the SAT and code 1742 for ACT. Applicants are encouraged to take one or both of these examinations at the earliest opportunity, and may take the exams more than once. Detailed information and registration forms for these tests may be obtained by writing to:

SAT: The College Entrance Examination Board
Code 592
Princeton, NJ 08540
www.collegeboard.org

ACT: The American College Testing Program
Box 414
Iowa City, IA 52240
www.act.org

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The Naval Academy will not accept test scores from tests taken after February of the year for which the service member desires admission to the Naval Academy. If an applicant has taken the SAT and/or the ACT, but did not indicate at the time of registration for the test scores to be forwarded to the Naval Academy, the applicant should write to the appropriate testing agency and request that the scores be forwarded. It is the service member's responsibility to ensure that official scores are forwarded to the Naval Academy.

***At some military facilities, the SAT or ACT is offered through the Educational Services Office - service members are encouraged to check with their command for this opportunity.

c. Submit a request for a Secretary of the Navy nomination, along with the application form, to their commanding officer for endorsement. See information and sample letter provided in Appendix A.

d. Upon receipt of application (blocks 1-25 only), official SAT or ACT scores, the Secretary of the Navy nomination letter and the commanding officer's endorsement, the service member will then be sent the Naval Academy's full application package, which includes additional OCR forms. These documents must be completed by 1 March of the year for which the service member is applying for entry.

e. The Naval Academy will advise those selected for direct appointment usually by May; those selected for the Naval Academy Preparatory School will usually be notified by June.

5. Specific Information and Guidance for Commanding Officers. Upon receipt of application (blocks 1-25 only) and Secretary of the Navy nomination request letter, the commanding officer will:

a. Interview the applicant personally following the guidance provided in the Chapter 2 of this instruction.

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b. Provide a recommendation using the Commanding Officer's Recommendation form included in the Officer Programs Application. Ensure that the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required.

c. Forward application (blocks 1-25 only), nomination request letter and recommendation to:

Superintendent
U.S. Naval Academy
Nominations and Appointments Office
117 Decatur Road
Annapolis, MD 21402-5019

6. Administrative Information

a. Change of address

(1) Applicants must notify the Naval Academy Candidate Guidance Office of any change in mailing address and/or receipt of transfer orders prior to receipt of offer of appointment to the Naval Academy (normally issued about 15 April). For notification or more information contact the Admissions Office Fleet Coordinator at: (410) 293-1840/DSN 281.

b. Service Obligation

(1) Service members offered an appointment must have a minimum of 24 months of active obligated service, as of 1 July of the entering year. Candidates who are selected for admission to NAPS must have a minimum of 24 months obligated service as of 1 July of the year that they will enter the Preparatory School. NAPS graduates who are appointed to the Naval Academy must have a minimum of 24 months active obligated service as of 1 July of the year that they will enter the Naval Academy. Members who do not have the requisite minimum obligated service must agree to extend their enlistment utilizing NAVPERS 1070/621 or NAVPERS 1070/622.

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The reason for extension of enlistment should state "Appointment to the U.S. Naval Academy" or "Assignment to the Naval Academy Preparatory School" as appropriate. The following statement of understanding should be included with the reason for extension of enlistment: "I understand that upon such appointment this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN."

(2) Former Fleet Sailors that disenroll from the Naval Academy or NAPS for reasons other than acceptance of a commission or a physical disability will revert to the enlisted status held immediately prior to entry into the Naval Academy/NAPS. Enlisted members will be required to complete the period of service for which they were originally enlisted for which they have an obligation (any extension or reenlistment). Time served as a midshipman (Naval Academy) or midshipman candidate (NAPS) will be counted as time served under the original enlistment or period of obligated service.

(3) Midshipmen who are separated or whose resignations are accepted after the start of the junior year, but before completing the course of instruction, may be transferred to the Reserve component in an enlisted status and ordered to active duty for not less than two years, but no more than four years.

(4) Midshipmen who complete the course of instruction and decline to accept an appointment as a commissioned officer may be transferred to the Reserve component in an enlisted status and ordered to active duty for four years.

(5) Naval Academy graduates, upon appointment, are required to serve on active duty for a minimum of five years active and three years Reserve.

c. Withdrawal of Application or Recommendation

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(1) An applicant may withdraw from consideration any time prior to transfer from present duty station to the Naval Academy or NAPS. A service member wishing to withdraw should decline transfer orders and notify the Naval Academy Admissions Office Fleet Coordinator at (410) 293-1840/DSN 281.

(2) Commanding officers shall immediately inform the Dean of Admissions, U.S. Naval Academy and recommend rescinding the appointment if the member's performance declines significantly or if the member is alleged to have violated the UCMJ.

d. Transfer Policy

(1) Candidates for the Naval Academy/NAPS receiving Permanent Change of Station orders, for execution subsequent to applying for this program, should not be transferred until officially notified of selection or non-selection to the Naval Academy or NAPS. If a transfer directive is received, commanding officers shall notify the orders originating authority that the individual has applied for appointment to the Naval Academy and that orders be held in abeyance until notification of selection or non-selection. If the applicant is selected, the commanding officer shall notify the order originator that the individual has been selected and that orders be canceled. If the applicant is not selected, the command shall transfer the individual and notify the orders originator that the orders have executed. Any questions regarding this policy should be directed to the Admissions Office Fleet Coordinator at (410) 293-1840/DSN 281.

(2) Transfer directives will be issued by the Chief of Naval Personnel. Commanding officers shall ensure that no person ordered to the Naval Academy or NAPS is transferred without the required obligated service. Transfer directives are normally issued in June, ordering candidates to report to the Naval Academy the first week in July or to NAPS, in late July.

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(3) A positive leave balance, upon entering NAPS, is strongly encouraged in order to permit leave at Christmas.

(4) Each candidate must remit \$2,500, upon admission to the Naval Academy, as an entry deposit, which is applied to the initial uniform issue. It is strongly recommended that no advance pay be authorized for the candidate incident to transfer to the Naval Academy or NAPS.

e. Advancement in Rating for NAPS Students

(1) NAPS students are not able to fulfill the requirements for advancement in rating while they are enrolled because of the school's stringent academic requirements; however, if they meet all requirements for advancement prior to arrival at NAPS, they will be permitted to take the advancement in rate examinations.

(2) Service members may be advanced once they complete eligibility requirements. Personnel Advancement Requirements (PAR) may be waived by the commanding officer.

7. Inquiries. Information and questions concerning Fleet applications should be addressed to:

U.S. Naval Academy
Candidate Guidance Office
Attn: Fleet/NAPS Coordinator
117 Decatur Road
Annapolis, MD 21402-5018
Phone: (410) 293-1840/DSN 281

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Chapter 4
NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) SCHOLARSHIP
PROGRAM

1. References

(a) MILPERSMAN 1533-010 and 1533-020

2. Program Information

a. The purpose of the NROTC Scholarship Program is to educate and train well-qualified young men and women for careers as commissioned officers of the Navy's Unrestricted Line and Nurse Corps. The NROTC Scholarship program (excluding Nurse Corps option) primarily focuses on technical fields of study, such as engineering, math, and physics, which lead to appointments in the Unrestricted Line communities. Some scholarships for non-technical degrees are also offered, but greater emphasis is given to technical majors to meet the increasing demand for technical training in the Fleet. The Unrestricted Line offers opportunities in Surface Warfare, Submarines, Aviation, Special Warfare and Special Operations. Nurse Corps option graduates receive commissions in the Nurse Corps. Initial appointments are in the grade of Ensign, United States Naval Reserve with a minimum service obligation of four years.

b. The four-year and two-year NROTC Scholarship Programs provide qualified students with tuition, books, instructional fees, uniforms, and a subsistence allowance of \$200 per month. Room and board expenses are not provided. Enlisted personnel selected for and enrolled in NROTC Scholarship Programs are released from active duty and are not eligible for active duty pay and allowances, medical benefits, or other active duty entitlements while in these programs.

c. Scholarship students must successfully complete naval science courses, drills, and summer training prior to graduation from college. Selectees must attend classes full-time during the academic year.

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3. Eligibility Requirements

a. U.S. citizenship is required and cannot be waived.

b. Age. Applicants must be under 27 years of age on 30 June of the year in which eligible for commissioned status. An age waiver may be granted for prior active military service, on a month-for-month basis (**for a maximum of 36 months**), computed as of 1 September of the year of enrollment in NROTC. The applicant must not reach his/her 30th birthday by 30 June of the year in which graduation and commissioning are anticipated. Command verification of service must be provided to receive an age waiver.

c. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction. Have no record of disciplinary action under Article 15, Uniform Code of Military Justice, or conviction by civil court for misdemeanors (except minor traffic violations) during the three years preceding application for the program. Any substantiated drug use or alcohol incident, while in an enlisted status, is considered an aspect of an individual's professional performance and judgement and will be considered when assessing future leadership potential.

d. Marital Status and number of dependents. No restrictions. Members must be counseled as to the financial limitations of the program.

e. Physical qualifications. Applicants must be physically qualified and in excellent health as determined by the Department of Defense Medical Examination Review Board (DODMERB).

f. Education and Scholastic Aptitude

(1) Applicants must qualify in competition based on SAT or ACT scores. As a minimum, the following scores from a single test are required: SAT, verbal 530 and math 520; or ACT, English 22 and math 22.

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(2) Applicants must be a high school graduate or hold a GED.

(3) Applicants with more than 30 semester hours or 45 quarter hours of college credit at the beginning of the term in which they intend to start college are ineligible for the four-year NROTC Scholarship.

g. Applicants must be recommended by their commanding officers.

4. Additional Requirements for the Two-year NROTC Scholarship Program:

a. Proof of acceptance into junior year standing by an NROTC host or cross-town college or university must be submitted with the application. Nurse Corps option applicants must be accepted into an NROTC Program approved BSN nursing program at a participating NROTC or cross-town affiliated university.

b. Applicants must have completed at least two years of college (or three years of college if enrolled in a five-year program) with a C+ average or better (2.5 GPA on a 4.0 scale) before attending the Naval Science Institute (NSI).

c. Applicants must have completed one year of differential and integral calculus of one real variable with grades of C or better (2.0 GPA on a 4.0 scale) prior to enrollment at NSI. The requirement for completed calculus will not be waived. Additionally, scholarship students will be required to complete a minimum of one year of calculus-based physics prior to commissioning. (Calculus and physics are not required for Nurse Corps option).

d. Applicants must complete a DODMERB physical and be determined physically qualified or waiverable for the NROTC Program.

e. All physically qualified selectees must successfully complete NSI at Newport, Rhode Island, in the summer before their junior year to receive the scholarship.

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5. Medical Examination Information

a. Two-year Program. Applicants are required to initiate DODMERB physical at the time of application. Applicants selected for the two-year program must have completed a DODMERB physical and be determined physically qualified or waiverable for the NROTC Program before orders will be issued to attend NSI in Newport, Rhode Island. Applicants may contact any NROTC unit for assistance. NROTC units are aware of this requirement and can assist the Fleet members in obtaining a physical. Fleet members who cannot contact a NROTC unit because they are deployed or overseas, can work through their command to complete the physical. Applicants processing their applications at their commands should contact CNET at (850) 452-4941 Ext. 320 or 321/DSN 922 for assistance in scheduling their DODMERB physicals.

b. Four-year Program. The names and addresses of applicants selected for scholarships will automatically be provided to the DODMERB, who will contact each applicant to schedule a time and location for a physical examination. A DODMERB certification of physical eligibility is required before a scholarship can be activated.

6. Application Submission Procedures and Deadlines.

Application Procedures. Applicants must fill out the Officer Programs Application form (Chapter 2), and submit it via their chain of command by the following deadlines:

a. Two-year Program: Applicant must complete all application requirements and mail to Chief of Naval Education and Training, Code OTE6/081, Attention: NROTC 2-Year Scholarship Selection Board, 250 Dallas Street, Pensacola, FL 32508-5220. The deadline for receipt of completed two-year scholarship applications is 15 March of the year expected to enter college.

b. Four-year Program: Applicant must complete all application requirements and mail to CNET, Code OTE6/081, Attention: NROTC 4-Year Scholarship Selection Board, 250 Dallas

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Street, Pensacola, FL 32508-5220. The deadline for receipt of completed four-year scholarship applications is 31 January of the year expected to enter college.

(1) Applicants must register and pay for SAT or ACT tests, and request that the test results be sent to the Chief of Naval Education and Training (CNET). Use Code 0656 for both the SAT and ACT. Applicants are encouraged to take one or both of these examinations at the earliest opportunity. The SAT or ACT tests may be taken through the national testing program or through the Navy College Office. Scores are acceptable from tests taken on or after 1 January up to two years prior to application submission. Tests administered through the Navy College Office should be taken before October. The deadline date for the receipt of "rushed" (extra fee) SAT or ACT scores is 30 December. Detailed information and registration forms for these tests may be obtained by writing to:

SAT: The College Entrance Examination Board
Code 592
Princeton, NJ 08540

ACT: The Assessment College Testing Program
Box 414
Iowa City, IA 52240

(2) CNET will not accept test scores from tests taken after 30 December of the year for which the service member desires selection to the NROTC Program. If an applicant has taken the SAT and/or the ACT, but did not indicate that the test scores be forwarded to Commander, Navy Recruiting Command (COMNAVCRUITCOM), the applicant contact the appropriate testing agency and request that the scores be forwarded. If the applicant has a copy of the test results, he/she may include them along with the application instead of writing to the testing agency.

7. Information and Guidance for Commanding Officers. Upon receipt of an application, the commanding officer will:

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a. Interview and provide a recommendation using the Commanding Officer's Recommendation form included in the Officer Programs Application. Ensure that the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required.

b. Ensure that each NROTC Scholarship Program applicant has been counseled as to his or her financial status and the extent of benefits while enrolled in an NROTC Scholarship program.

c. Forward applications to:

Two-year Program:

Chief of Naval Education and Training
Code OTE6/081
Attention: NROTC 2-Year Scholarship Selection Board
250 Dallas Street
Pensacola, FL 32508-5220

Four-year Program:

Chief of Naval Education and Training
Code OTE6/081
Attention: NROTC 4-Year Scholarship Selection Board
250 Dallas Street
Pensacola, FL 32508-5220

8. Administrative Information

a. Change of address and selection notification.

Two-year Program: Applicants must notify CNET of any change in mailing address by writing:

Chief of Naval Education and Training
Code OTE6/081
Attention: NROTC 2-Year Scholarship Selection
Board
250 Dallas Street
Pensacola, FL 32508-5220

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Four-year Program: Applicants must notify CNET of any change in address by writing:

Chief of Naval Education and Training
Code OTE6/081
Attention: NROTC 4-Year Scholarship Selection
250 Dallas Street
Pensacola, FL 32508-5220

9. Selection Board Evaluation. NROTC Scholarship selection boards evaluate applicants in two general areas. The selection board will first evaluate applicants' potential as future naval officers. Factors considered include professional performance while on active duty, leadership positions of responsibility held, command comments, and the personal statement. The selection board will then evaluate applicants' academic potential. It will specifically evaluate applicants' ability to complete a year of calculus and a year of calculus-based physics, which are required before graduation (Nurse Corps option applicants excepted). Factors considered will be past academic performance as reflected in high school and college transcripts, Navy technical school performance, teacher or instructor comments, and performance on the SAT or ACT. Additional information, which may explain or offset any weaknesses in the above areas should be provided with the application.

10. Service Obligation

a. Enlisted members who are selected for NROTC Scholarship Programs will be issued orders from their present duty stations to the appropriate NROTC units (via NSI in the case of two-year scholarship selectees). After reporting to their units, scholarship recipients will be released from active duty and appointed Midshipmen, U.S. Naval Reserve, for a period of eight years. Selectees shall further agree to accept appointments, if offered, as commissioned officers upon successful completion of their programs.

b. An Enlisted Navy Career Options for Reenlistment

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(ENCORE) quota is not a requirement for officer accession programs. Selectees for officer accession programs do not need to request ENCORE reenlistment or extension quotas in order to acquire the necessary obligated service for those programs.

c. Members selected for the Four-year Scholarship Program must have at least 36 months of active obligated service remaining as of the date they report to their NROTC units or extend their enlistments by the number of months necessary to meet the 36 month requirement.

d. Members who enter NROTC Scholarship Programs from active duty and disenroll prior to entering their sophomore years will be ordered back to active duty to fulfill the unexpired terms of their enlisted commitments.

e. If disenrolled from the NROTC Scholarship Program after commencement of their sophomore year, members may be ordered back to active duty or, at the Secretary of the Navy's discretion, be ordered to reimburse the United States for educational expenses.

f. Upon successful completion of the NROTC Scholarship Program, the minimum active commissioned service requirement is 4 years. Members who do not complete this obligation may be required to serve on active duty for a period of not more than 4 years or to reimburse the United States for educational expenses.

11. Withdrawal of Application or Recommendation

a. An applicant may withdraw from consideration any time prior to transfer from present duty station. A selectee wishing to withdraw should decline transfer orders and notify the Chief of Naval Education and Training (see paragraph 8 for address and phone number).

b. Commanding officers shall immediately inform the Chief of Naval Education and Training (CNET) of circumstances that would affect the members continued program eligibility. These

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circumstances include a marked drop in the overall performance, civilian or military violations which have resulted or have the potential to result in conviction or imposition of punishment or other program eligibility standards.

12. Transfer Policy

a. Candidates for NROTC who receive Permanent Change of Station orders for execution subsequent to the NROTC application deadline should not be transferred until officially notified of selection or non-selection to NROTC. If a transfer directive is received, the commanding officer shall notify the orders originating authority that the individual has applied for NROTC and that orders are being held in abeyance until notification of selection or non-selection is received. If the applicant is selected, commanding officers shall notify the orders originating authority that the individual has been selected and that the orders are considered canceled. If the applicant is not selected for NROTC, the command shall transfer the individual and notify the orders originating authority that the orders have been complied with, referencing the previous correspondence, which held the orders in abeyance.

b. Nurse Corps. NROTC Nurse Corps option selectees must sign a Page 13 entry before executing orders to their NROTC unit, acknowledging that they have been selected for the Nurse Corps option only and that they may not transfer their scholarship benefits to the regular NROTC Scholarship Programs.

13. Inquiries. Additional information on the NROTC Scholarship Programs can be obtained from the following:

Application Information:

Chief of Naval Education and Training
Code OTE6/081
Attention: NROTC Scholarship Selection Board
250 Dallas Street
Pensacola, FL 32508-5220

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Selection and Placement

1-800-NAV-ROTC Ext. 320, 321, or 311
(850) 452-4941 ext. 320, 321 or 311/DSN 922

NROTC Web Page:

Select NROTC on the CNET homepage: www.cnet.navy.mil
Email address: nrotc.scholarship@smtp.cnet.navy.mil

Medical Qualification Information (Physical Scheduling
or Physical Status):

Department of Defense Medical Examination Review Board
(DODMERB) 1-800-841-2706, (719) 333-3562 or 3/DSN 333

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Chapter 5
THE BROADENED OPPORTUNITY FOR OFFICER SELECTION AND
TRAINING (BOOST) PROGRAM

1. References

- (a) OPNAVINST 6110.1E
- (b) MILPERSMAN 1530-030

2. Program Information

a. The Broadened Opportunity for Officer Selection and Training (BOOST) program is a college preparatory program which prepares applicants for entry into the NROTC Scholarship program or the U.S. Naval Academy. BOOST provides an upward mobility opportunity to Fleet Sailors who have demonstrated qualities necessary for careers as Unrestricted Line Navy officers or as Nurse Corps officers, but whose past academic performance does not qualify them for immediate selection into an officer accession program. As the BOOST program is a significant contributor to minority NROTC accessions, minority personnel are strongly encouraged to apply.

b. BOOST is located at the Naval Education and Training Center, Newport, Rhode Island. It provides a rigorous 10-month college-preparatory curriculum consisting of mathematics, English, science, computer science and military training.

c. Upon satisfactory completion of BOOST, students are transferred to the NROTC unit where they are separated from active service and receive tuition, books, fees, and a \$200 per month stipend as provided by the NROTC Scholarship. Housing, subsistence and health insurance while in college are the individual student's responsibility. Individuals applying to BOOST must be prepared to assume the expenses associated with college. Students entering the U.S. Naval Academy will report to the Academy for Plebe Summer Indoctrination as Midshipmen.

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d. Montgomery G.I. Bill benefits are available to eligible individuals who qualify with 30 months of active duty upon release from active duty. Individuals who do not qualify by reason of insufficient time in service will not be granted an extension on active duty to gain Montgomery G.I. Bill benefits.

3. Eligibility Requirements. Applicants must meet the following eligibility requirements:

a. U.S. citizenship is required and cannot be waived.

b. Age criteria for the BOOST Program are as follows:

(1) Prospective NROTC Scholarship Program applicants must be less than 22 years old on 30 June in the year they will begin BOOST. A waiver for each month of active duty service in the Armed Forces, up to a maximum of 36 months, can be granted.

(2) Prospective Naval Academy candidates must not have passed their 23rd birthday on 1 July following graduation from BOOST. No age waivers will be granted for the USNA. Applicants interested in USNA should review eligibility requirements in Chapter 2.

c. Be certified as physically qualified for the NROTC Scholarship Program by the Department of Defense Medical Examination Review Board (DODMERB) in accordance with the Manual of the Medical Department. No physical exam is to accompany the BOOST application. Upon selection as a primary or alternate candidate, a DODMERB physical examination appointment notice will be sent to the applicant with instructions. Shipboard or overseas personnel will receive a complete DODMERB physical examination package. As a preliminary screening, commanding officers should determine from the individual's health record whether the applicant has normal color vision. Any color vision deficiency is disqualifying for regular NROTC and the Naval Academy, but is not disqualifying for the Nurse Corps Option.

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d. Minimum Scholastic Assessment Test (SAT) scores for eligibility are 470 (Verbal)/490 (Math). Minimum ACT Assessment (ACT) scores for eligibility are 18 (English)/20 (Math). These scores may be waived as follows:

(1) Active duty applicants may receive a waiver to 430 (Verbal)/440 (Math) on the SAT, or 16 (English)/ 18 (Math) on the ACT if the Verbal (VE) + Arithmetic Reasoning (AR) scores on the Armed Services Vocational Aptitude Battery (ASVAB) are 110 or greater. Applicants who have not yet retaken the enlistment ASVAB can be authorized a one-time only retake for the purpose of qualifying for a commissioning program (including BOOST). Requests for SAT/ACT waivers must be addressed in the Commanding Officer's endorsement and in the applicant's personal statement.

(2) No waivers for the SAT/ACT will be granted below the 430/440 or 16/18 levels, and no waivers for the ASVAB will be granted.

e. Applicants must be high school graduates or hold General Educational Development (GED) equivalency certificates.

f. Applicants must have less than 30 semester hours or 45 credit hours of traditional college course credit to be eligible for BOOST. No waivers will be granted. Applicants with more than 30 semester hours or 45 credit hours of college credit are encouraged to apply directly for the NROTC Program, the Naval Academy, or the Enlisted Commissioning Program, if eligible.

g. Applicants must be enlisted in the Navy or Naval Reserve, be on active duty, and have or be willing to obtain at least 36 months obligated service as of 1 July of the year entering BOOST.

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h. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction, no record of disciplinary action under Article 15 of the Uniform Code of Military Justice, or conviction by civil court for misdemeanors (except minor traffic violations) during the three years preceding application for the program. Any substantiated drug use or alcohol incident, while in an enlisted status, is considered an aspect of an individual's professional performance and judgement and will be considered when assessing future leadership potential.

i. Enlisted applicants below paygrade E-4 may have no more than two dependents. USNA applicants must be unmarried with no dependents. Marriage and/or dependents do not disqualify applicants from the NROTC Scholarship program.

j. Applicants must be recommended by their commanding officer.

k. Eligibility requirements in this paragraph must be maintained during the application period and throughout participation in the program.

4. Application Submission Procedures and Deadlines.

Applicant Procedures. Applicants must fill out the Officer Programs Application form (Chapter 2), and submit it via their chain of command by the following deadline:

a. Applicant must complete all application requirements prior to 1 October of the application year.

b. Applicants must submit SAT or ACT scores, taken within three years prior to January 1 of the application year. Applicants may submit these scores by (1) providing a copy of the SAT/ACT test scores with their application or (2) requesting the testing agency forward test scores directly to CNET by using code 0013 for both assessment tests.

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c. Applicants must take the SAT or ACT not later than 1 October of the application year to ensure CNET receipt prior to the convening of the selection board. Applicants are encouraged to contact their Command Career Counselor or Navy College Office for information on local availability of the SAT and ACT.

5. Information and Guidance for Commanding Officers. Upon receipt of an application, the commanding officer will:

a. Interview and provide a recommendation using the Commanding Officer's Recommendation form included in the Officer Programs Application. Ensure that the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required.

b. Forward applications to:

Chief of Naval Education and Training
CNET OTE6/084 BOOST
250 Dallas Street
Pensacola, FL 32508-5220

6. Information and Guidance for Applicant Interviews

a. A minimum of three applicant interviews are required. Officer interviewers must use the Interviewer's Appraisal Sheet (NAVCROUT 1100/13), provided in Chapter 2, Officer Programs Application.

b. Interviews should be conducted simultaneously by a panel of officers. Officers conducting the interviews should be Unrestricted Line officers, O-3 and above. For BOOST, Nurse Corps option applicants, a Nurse Corps officer (O-3 or above) is desired, but not mandatory.

7. Administrative Information

a. Change of address. Applicants must notify the CNET (OTE6/0841) in writing of any change in mailing address or

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information submitted in this application from the time of application through transfer to BOOST.

b. Service Obligation

(1) Enlisted members on active duty who are selected for BOOST must have at least 36 months of active obligated service remaining, or agree to extend their enlistment or active duty agreement for the 36-month period, prior to executing transfer to BOOST School. Selectees will receive Permanent Change of Station (PCS) orders (with leave en route authorized) for transfer to the Naval Education and Training Center, Newport, Rhode Island, to begin their BOOST School instruction in August of the year following selection. Members who do not have the requisite minimum obligated service must agree to extend their enlistment utilizing NAVPERS 1070/621 or NAVPERS 1070/622. The reason for extension of enlistment should state "Training (BOOST)." The following statement of understanding should be included with the reason for extension of enlistment: "I understand that upon admission to a university under this program, this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN."

(2) If voluntarily or involuntarily disenrolled from BOOST, individuals will remain in their enlisted rate in the Navy or Naval Reserve and be made available for general assignment. Disenrolled members will be required to serve time remaining on their 36-month enlisted active duty obligation.

c. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration at any time prior to selection board convening. A selectee wishing to withdraw should immediately notify the Chief of Naval Education and Training (see paragraph 9 for address and phone number).

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(2) Commanding Officers must notify CNET immediately of circumstances that would affect the members continued program eligibility. These circumstances include a marked drop in the overall performance, civilian or military violations which have resulted or have the potential to result in conviction or imposition of punishment or other circumstances which result in the member not meeting program eligibility standards.

d. Transfer Policy

(1) Applicants selected for BOOST who receive PCS orders for execution prior to transfer to BOOST, should not be transferred. If a transfer directive is received, the commanding officer should notify the orders originating authority that the individual has been selected for BOOST and the orders should be cancelled.

(2) The Commander, Navy Personnel Command will issue transfer directives. Commanding officers shall ensure that no person ordered to BOOST is transferred without the required obligated service. Transfer directives are normally issued after DODMERB determination of physical qualification.

(3) BOOST, Nurse Corps Option graduates are eligible for a Nurse Corps Option NROTC Scholarship only. BOOST Nurse Corps Option selectees must sign a Page 13 entry before executing their orders to BOOST, acknowledging they have been selected for the Nurse Corps Option and agreeing to fulfill their 36-month active duty service obligation if they disenroll from the Nurse Corps Option or decline a NROTC Nurse Corps Option Scholarship upon graduation from BOOST.

e. Advancement in Rating for BOOST Students

(1) BOOST Students remain eligible for advancement while completing BOOST and up to transfer to the NROTC unit.

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(2) As BOOST students, the individual may not be able to fulfill the requirements for advancement in rating due to the school's stringent academic requirements. Applicants are encouraged to complete all requirements for advancement prior to arrival to BOOST.

8. Inquiries. Information and questions concerning Fleet applications should be addressed to:

Chief of Naval Education and Training
CNET OTE6/0841 (BOOST)
250 Dallas Street
Pensacola, Florida 32508-5220
(850) 452-4944, extension 316, 317, 318/DSN 922
Email: CLYDE-E.losey@smtp.cnet.navy.mil

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Chapter 6 SEAMAN TO ADMIRAL (STA) PROGRAM

1. Program Information

a. The Seaman to Admiral (STA) program is a full-time undergraduate education and commissioning program applicable to enlisted personnel of the Regular Navy and the Naval Reserve including Training and Administration of the Reserve (TAR) personnel and Selected Reserve (SELRES) personnel.

b. Personnel selected for the STA are provided a maximum of 36 months to complete a baccalaureate degree with benefits that include tuition, mandatory fees, book allowance, and full Navy pay and benefits in current pay-grade, as well as opportunities to advance in enlisted rate while in school. Following degree completion, selectees will attend Officer Candidate School (OCS) and upon successful completion, be commissioned as officers in the Unrestricted Line. Initial appointments are as Ensign, U.S. Naval Reserve with a minimum service obligation as required by the assigned warfare community.

c. An annual board convened by the Navy Personnel Command (NPC) will consider eligible applicants. Fifty applicants and 10 alternates are selected each year. Applications are due to NPC by 1 July and the selection board is held in September. Applicants selected will be notified by a Navy Administrative Message.

d. Upon selection, selectees will be required to coordinate closely with CNET for completion of a precommissioning physical and selection of a degree program and university. Selectees must be found physically qualified for commissioning in the Unrestricted Line (URL) for continued program eligibility. Once determined to be physically-qualified, selectees will be ordered to a CNET-designated NROTC-affiliated university co-located with a major Fleet concentration center in San Diego, Hampton Roads, or Jacksonville. In general, STA selectees will begin their baccalaureate degree programs the fall semester

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of the year following selection. Selectees must attend school on a full-time, year-round basis through degree completion. An emphasis is placed on expeditious degree completion; however, selectees must complete a baccalaureate degree within 36 months.

e. Prior to graduation and attendance at OCS, CNET will determine officer warfare community assignment based on the needs of the Navy, individual qualification, aptitude, experience, and individual preferences. Selectees will be assigned to one of the following communities: Surface Warfare (Conventional or Nuclear), Submarine (male only), Special Warfare (male only), Special Operations, or Aviation (Pilot or Naval Flight Officer).

2. Eligibility Requirements

a. U.S. Citizenship is required and cannot be waived.

b. Age requirement. Applicants must be at least 22 years of age and not have reached their 27th birthday by 30 September of the application year.

c. Applicants must be serving on active duty in the U.S. Navy or Naval Reserve, including Training and Administration of the Reserves (TAR) or Selected Reserve (SELRES) at time of application. Applicants must be serving in paygrade E-4 or above with at least 4 years of active duty as of 30 September of the application year. E-4 applicants must have achieved a passing score (PNA) on the most recent E-5 advancement exam for program eligibility.

d. Applicants must be of good moral character and have no courts-martial, civilian felony, or record of disciplinary action under Article 15 of the Uniform Code of Military Justice. Additionally, the applicant must not have any convictions by civil court for misdemeanors (except minor traffic violations) for three years prior to 1 July of the application year. Any substantiated drug use or alcohol related incident, while in an enlisted status, is considered an aspect of an individual's professional performance and judgment and will be considered when assessing future leadership potential.

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e. Performance record. Applicants must have a superb performance record as well as strong academic potential.

f. Education and Scholastic Aptitude requirements. Applicants must be high school graduates or have a General Education (GED) equivalency certificate. Applicants must have competitive scores on the Scholastic Assessment Test (SAT) or ACT Assessment (ACT). Although no minimum score is required, SAT scores greater than 1,000 (math and verbal combined) or ACT scores greater than 44 (math and English combined) will enhance the potential for acceptance to the available colleges and universities. SAT or ACT scores may not be more than 3 years old as of 1 July of the application year.

g. Physical qualifications. Applicants must be physically qualified for appointment in the URL. For eligibility and application purposes, a record review and interview for disqualifying conditions are acceptable. Most common disqualifying conditions for URL include: defective color vision, eyesight uncorrectable to 20/20, and applicants out of height, weight, and body fat standards. A complete physical examination will be required for selectees and alternates only. Applicants must meet physical height, weight, and body fat standards at time of application and through commissioning for continued program eligibility.

h. Students in other officer accession programs are not eligible.

i. Applicants must be favorably recommended by their commanding officer.

3. Application Submission Procedures and Deadlines.

Applicant Procedures: Applicant must fill out the Officer Program Application form (Chapter 2), and submit it via their chain of command by the following deadline:

a. Received by NPC (PERS-811) not later than 1 July of the application year.

b. Applicants should contact their Navy College Office or Command Career Counselor for information on

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scheduling the SAT or ACT. SAT or ACT results may be forwarded to the selection board by (1) submitting directly to NPC by annotating Code 2643 for SAT and 4868 for ACT or including SAT or ACT scores as an attachment to the application. Applicants are encouraged to take one or both of these examinations at the earliest possible opportunity.

c. Applicants must include all required documentation, as specified in Chapter 6. To ensure the application is complete, review the application checklist provided as Appendix F.

4. Information and Guidance for Commanding Officers. Upon receipt of an application, the commanding officer will:

a. Interview the applicant personally following the guidance provided in Chapter 2.

b. Complete and attach a Commanding Officer's Recommendation form, which is included in the Officer Programs Application.

c. Ensure the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are requested.

d. Forward applications to:

Commander
Navy Personnel Command (PERS-811D)
5720 Integrity Drive
Millington, TN 38055-8110

5. Information and Guidance for Applicant Interviews

a. A minimum of three officer interviews are required. Officer interviewers must use the Interviewer's Appraisal Sheet (NAVRUIT 1100/13), provided in Chapter 2, Officer Programs Application.

b. Interviews should be conducted simultaneously by a panel of officers. The officers conducting the interviews

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should be in paygrades 0-3 and above, if possible. Use the guidance on the back of the NAVCRUIT 1100/13 (Interviewer's Appraisal Sheet) in the Officer Programs Application (Chapter 2).

6. Medical Examination Information

a. Applicants are not required to complete a full physical when applying for the program. For eligibility and application purposes, a command records review and interview for disqualifying conditions is acceptable. Results of this review and interview should be annotated on the Commanding Officer Recommendation Form.

b. CNET will provide selectees with specific guidance for the completion of a precommissioning physical. Selectees must be found physically qualified for the Unrestricted Line for continued program eligibility.

7. Administrative Information

a. Changes to application information: Applicants must notify the Commander, Navy Personnel Command (PERS-811D) in writing of any change to information required in the application, including duty station, command telephone numbers and mailing address.

b. Following selection, STA selectees will be required to contact CNET for additional instructions. Selectees must notify CNET (OTE6/0843) of any change to the information provided in this application or of professional or personal circumstances which would impact on scheduled transfer or continued program eligibility from the time of selection through transfer to the NROTC unit.

c. Service Obligation

(1) Selectees must have a six-year active service obligation. Members who do not have the requisite minimum obligated service must agree to extend their enlistment utilizing NAVPERS 1070/621 or NAVPERS 1070/622. Selectees are authorized to reenlist more than one year early if they

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are unable to satisfy a six-year obligated service requirement with an extension of 48 months or less. The reason for extension of enlistment must state "Training(Seaman to Admiral)". The following statement of understanding must be included with the reason for extension of enlistment: "I understand that upon admission to a university under this program, this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN."

(2) Should a STA selectee voluntarily or involuntarily disenroll from the baccalaureate degree program or from OCS, he or she will remain in their enlisted rate in the Navy or Naval Reserve and be made available for general assignment. Disenrolled members will be required to serve time remaining on their six-year obligation.

(3) Upon graduation from OCS and initial appointment, officers assume an obligated service requirement consistent with the requirements of their assigned designator.

(4) Selected Reserve selectees must initiate active duty recall process, coordinated through the Reserve Recall Branch (PERS-812) once a school assignment is approved by CNET. SELRES personnel must remain on active duty from beginning the educational phase of the STA program through commissioning.

d. Withdrawal of Application or Recommendation

(1) Selectees may decline participation in the STA program through notification to CNET via their chain of command.

(2) STA selectees must maintain eligibility requirements from selection through commissioning for continued program eligibility.

(3) Commanding Officers must notify CNET immediately of circumstances that may affect the member's continued program eligibility. These circumstances include a marked drop in overall performance, pending administrative action,

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or civilian or military violations, which have resulted or have the potential to result in conviction or imposition of punishment, or other circumstances which would affect the individual's program eligibility. Further, commanding officers may, at their discretion, withdraw their recommendation for the STA program. Withdrawal of a commanding officer's recommendation, awarding of punishment through Article 15 of the Uniform Code of Military Justice, or convictions in a civilian or military court, are cause for the administrative removal of a selectee from the program.

e. Advancement in rating. STA students are eligible for advancement provided requirements for advancement are fulfilled. Students are encouraged to participate in advancement examinations.

f. Transfer Policy

(1) Applicants selected for STA who receive PCS orders for execution prior to transfer to the assigned university, should not be transferred. If a transfer directive is received, the commanding officer should notify the orders originating authority that the individual has been selected for STA and the orders should be cancelled.

(2) CNET OTE6/084 will coordinate with Navy Personnel Command, for issuance of transfer directives. Commanding officers shall ensure that no STA select is transferred without the required obligated service. Transfer directives are normally issued following determination of physical qualification for commissioning in the URL and CNET university assignment.

8. Inquiries

a. Information and questions concerning the **application process** should be addressed to:

Commander
Navy Personnel Command (PERS-811D)
5720 Integrity Drive
Millington, TN 38055-8110
(901) 874-3173/DSN 882

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b. Information and questions concerning **eligibility or program requirements** should be addressed to:

Chief of Naval Education and Training
(OTE6/084)
250 Dallas Street
Pensacola, FL 32508-5220
(850) 452-4021 ext. 306/DSN 922

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Chapter 7
OFFICER CANDIDATE SCHOOL (OCS) PROGRAM

1. Program Information

a. Officer Candidate School (OCS) is an initial commissioning program for individuals possessing a minimum of a baccalaureate degree from an accredited institution. Applicants for OCS may choose, depending upon individual qualifications, designators within the Unrestricted Line, Restricted Line and certain Staff Corps designators. OCS is a 13-week program of intensive officer training and indoctrination located at Naval Aviation Schools Command, Pensacola, Florida. The 13-week OCS course has been designed by Navy officers and educators to give an individual a basic knowledge of the high-tech naval establishment afloat and ashore and to prepare those individuals to assume the responsibilities of a naval officer and begin developing to their full potential.

b. This course is designed to prepare members to become commissioned officers by providing basic knowledge of the naval profession and its related military, academic and nautical subjects. It will provide moral, mental and physical development, and instill the highest ideals of duty, honor, and loyalty. Members will receive specialized follow-on training after OCS to further prepare members for your initial Fleet assignment. The training members will receive during your 13 weeks at OCS is divided into 14 units of instruction: Engineering, Military Indoctrination, Naval History, Navigation, Seamanship, Damage Control, Naval Leadership, Personnel Administration, Military Law, Naval Warfare, Professional Development, Physical Fitness, Military Training, and Special Emphasis Program.

c. Enlisted applicants selected for the program, who are in paygrade E-4 or below are designated officer candidates and advanced to paygrade E-5 upon reporting to OCS. Enlisted applicants in paygrade E-6 and above are

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designated officer candidates in their present paygrades. Graduates of OCS are appointed as Ensign, U.S. Naval Reserve and incur a minimum active duty obligation of four years. Certain designators incur greater minimum active duty obligation because of follow-on training required for that designator. Appendix O provides a general description about each officer designator.

2. Eligibility Requirements

a. U.S. citizenship is required and cannot be waived.

b. Age requirements. All applicants must be at least 19 years old and meet the following designator specific age limitations (Note all ages based upon date of commissioning (i.e., completion of OCS)):

Designator	Maximum Age at Time of Commissioning	Waivers for Prior Enlisted Service
SWO (1165)	29	Up to 2 years
SPECWAR (1185), SPECOPS (1195)	29	Up to age 35
SWO (N) (1165), Submarine (1175)	26 1/2	Up to age 29 1/2
NFO (1375)	30	Up to age 32
Pilot (1395)	27	Up to age 31
Restricted Line and Staff Corps	Prior to turning 35	No waivers (<i>Title 10</i>)

(1) For Surface Warfare (1165), be at least 19 years of age and be able to complete OCS and be commissioned prior to the 29th birthday. Waivers may be considered up to the 31st birthday.

(2) For Special Warfare (1185), and Special Operations (1195), be at least 19 years of age and be able to complete OCS and be commissioned prior to the 29th birthday. Waivers may be considered up to the 35th birthday.

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(3) For Surface Warfare (Nuclear) (1165) and Submarine (1175), be at least 19 years of age and be able to complete OCS and be commissioned prior to reaching 26 1/2 years of age. Waivers may be considered up to age 29 1/2.

(4) For Naval Flight Officer (1375), be at least 19 years of age and be able to complete OCS and be commissioned prior to the 30th birthday. Waivers may be considered up to age 32.

(5) For Pilots (1395), be at least 19 years of age and be able to complete OCS and be commissioned prior to the 27th birthday. Waivers may be considered up to the 31st birthday.

(6) For Restricted Line and Staff designators, be at least 19 years of age and be able to complete OCS and be commissioned prior to the 35th birthday. Waivers will not be considered. Commissioning prior to the 35th birthday is a Title 10 requirement.

c. Moral character and conduct. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction; have no record of disciplinary action under Article 15, Uniform Code of Military Justice, or conviction by civil court for misdemeanors (except minor traffic violations) during the three years preceding application for the program. Any substantiated drug use or alcohol incidents will result in disqualification.

d. Applicants must possess a baccalaureate degree or higher from an accredited institution, in a field of study or major which satisfies requirements for the specific designator desired. The following degree requirements are required for specific designators:

(1) For all Unrestricted Line designators any technical or non-technical degree from an accredited institution will qualify.

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(2) For Submarine, Surface Warfare (Nuclear) and Nuclear Power School Instructor/Naval Reactors Engineer, in addition to a baccalaureate degree or higher, applicants must have completed the following:

(a) One year, i.e., two semesters, two trimesters or three quarters of college calculus through differential and integral calculus of one real variable with a "B" average or better (a "C" average or better if the applicant's degree is in physics, math or engineering).

(b) One year, i.e., two semesters, two trimesters or three quarters of basic college physics (calculus based) covering the classic fundamentals of mechanics, magnetism and electricity with a "B" average or better (a "C" average or better if the applicant's degree is in physics, math or engineering).

(c) Candidates who have completed these requirements through advanced placement high school courses and have been allowed to validate these courses by their college and have taken additional courses in college beyond the minimum requirements are considered to have met these eligibility requirements.

(3) For Special Warfare and Special Operations Officer, applicants must have baccalaureate degrees. Educational and/or professional experience in mathematics, electronics, computer technology, physics, or engineering is desired. Prior experience in diving is also desirable.

(4) For Restricted Line and Staff Corps designators, the following requirements apply for the designators specified:

(a) Cryptology (161X). Applicants must have baccalaureate degrees. Educational and/or professional experience in mathematics, foreign languages, computer technology, physics, electronics or engineering is desired.

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Prior experience with the Naval Security Group is also desirable.

(b) Intelligence (163X). A baccalaureate degree in engineering, computer science, physical or natural science, government, modern history, political science, international relations or other field related to intelligence is preferred. Regardless of major, candidates should have a strong background in mathematics and physics. Experience in Naval Intelligence is also preferred.

(c) Oceanography (180X). A minimum of a baccalaureate degree in meteorology or physical oceanography or a comparable degree in mathematics, physics, geophysics, or engineering with at least 30 semester hours of courses in meteorology and/or oceanography is preferred. College graduates with civilian or military experience in meteorology, oceanography or hydrography who do not meet the educational requirements will be considered on an individual basis. Academic background and grade point average should meet entry requirements for graduate level education programs.

(d) Aerospace Engineering Duty Officer (Aviation Maintenance) (152X). Applicants with baccalaureate degrees in math or physics are desired. Completion of calculus is highly desired, but proven academic performance on the technical side will be considered.

(e) Supply Corps (310X). A baccalaureate degree in Economics or a Business-related field such as Accounting, Business Administration or Finance is desired. Experience in Business or Finance is also preferred.

(f) Civil Engineer Corps (510X). Applicants for the Civil Engineer Corps must have a baccalaureate degree or higher in engineering from among those accredited colleges listed by the Accreditation Board for Engineering and Technology (ABET). Preferred engineering fields of study are civil, mechanical, or electrical. Architectural

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degrees are also desirable and must be accredited by the National Architectural Accrediting Board (NAAB). Applicants possessing other engineering degrees may be considered on an individual basis.

e. Applicants must meet specific program qualifications and aptitude scores. All applicants for the OCS program must take the Officer Aptitude Rating (OAR) examination. There is no minimum score; however, programs are highly competitive. OAR scores below 40 are generally not competitive. The following are additional requirements for the designators specified:

(1) Naval Flight Officer (137X), Pilot (139X), Intelligence (1635) and Aerospace Engineering Duty Officer, (Aviation Maintenance) (152X) applicants must take the Aviation Selection Test Battery (ASTB). The test consists of these sub-tests: Math/Verbal (MVT), Mechanical Comprehension Test (MCT), Spatial Apperception (SAT), and Aviation/Nautical Information (ANT). These tests combine to give an Aviation Qualification Rating (AQR). The test scores are combined and weighted to produce a pilot flight aptitude rating (PFAR), pilot biographical inventory (PBI), flight officer aptitude (FOFAR), and flight officer biographical inventory (FOBI). The following minimum scores are the criteria for submitting applications for aviation:

	AQR	PFAR/FOFAR*	PBI/FOBI*
Pilot	3	4	4
NFO	3	4	3
Intel/AEDO	3	0	0

*As applicable, i.e., use PFAR for Pilot and FOFAR for NFO.

f. Applicants must be physically qualified for appointment in the Unrestricted Line, Restricted Line, or Staff Corps and of excellent health and physical fitness. Applicants must notify Commander, Navy Recruiting Command (Code 31) of any significant changes to physical status; e.g., broken bones, surgery, pregnancy, etc., which occur

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after the physical examination is completed. Most common disqualifying conditions for URL include: defective color vision, eyesight uncorrectable to 20/20 (near and far), and applicants out of height, weight, and body fat standards. Most common disqualifying conditions for the RL and SC include: excessive refractive error, and applicants out of height, weight and body fat standards. Applicants must meet physical height, weight, and body fat standards at time of application. Applicants must meet the following physical qualifications specified by designator:

(1) For Surface Warfare (1165), Surface Warfare (Nuclear), and Submarine (1175), applicants must meet the minimum qualifications for commissioning in the Unrestricted Line.

(2) For Special Warfare (1185), and Special Operations (1195), applicants must meet the minimum qualifications for commissioning in the Unrestricted Line. Applicants must also be able to pass a special warfare physical fitness test consisting of a 1.5 mile run, a 500-yard swim test, pushups, sit-ups, and pull-ups. There are no minimum scores, but the following scores are considered competitive:

	Combined Swim and Run Time	Pushups	Sit-ups	Pull-ups
Special Warfare	17 mins or less	100	100	20
Special Operations	19 mins or less	75	75	15

(3) For Naval Flight Officer (1375), applicants must be physically qualified and aeronautically adapted for duty involving flying as Naval Flight Officers. Aviation applicants must complete flight physical examinations by a naval activity having a flight surgeon attached. They must also qualify under the Anthropometric Classification System.

(4) For Pilot (1395), applicants must have at least

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20/30 uncorrected vision correctable to 20/20, normal color and depth perception. Aviation applicants must complete flight physical examinations by a naval activity having a flight surgeon attached. They must also qualify under the Anthropometric Classification System.

(5) For Restricted Line and Staff Corps applicants must meet the minimum qualifications for commissioning in the Restricted Line or Staff Corps. Applicants for Intelligence must have color vision.

g. Marital status/number of dependents. No restrictions. Single parents or applicants who are married to a service member and have dependents, must submit a statement of dependent care indicating arrangements for care of their dependents during training and other periods of absence.

h. The Personnel Security Questionnaire (SF 86) is required for all applicants who do not possess a current Entrance National Agency Check (ENTNAC) or a National Agency Check (NAC). The Command Security Manager should assist applicants in determining whether the appropriate agency check is on file with DONCAF. Applicants who do not have either a valid ENTNAC or NAC must include a completed SF 86 with the Officer Programs Application.

i. Applicants must be recommended by their commanding officers.

3. Application Submission Procedures and Deadlines.
Application Procedures.

a. Applicants must fill out the Officer Programs Application form contained in Chapter 2 of this manual and submit it via their chain of command to the Commander, Navy Recruiting Command.

b. There is no specific deadline for applications as selection boards are held on a continuous basis throughout

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the year. Application processing and review will normally take two to three months. Applicants will be formally notified in writing, of their selection or non-selection via their chain of command. Due to the age limitations, applicants are strongly encouraged to submit applications as soon as eligible.

4. Information and Guidance for Commanding Officers. Upon receipt of an application the commanding officer will:

a. Interview and provide a recommendation using the Commanding Officer's Recommendation form included in the Officer Programs Application. Ensure that the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required.

b. Forward applications to:

Commander, Navy Recruiting Command
NSA Mid South, BLDG 784
Code 31
5722 Integrity Drive
Millington, TN 38054-5057

5. Information and Guidance for Applicant Interviews

a. A minimum of three officer interviews are required. Interview the applicant personally following the guidance on the back of the NAVCRUIT 1100/13 (Interviewer's Appraisal Sheet) in the Officer Programs Application (Chapter 2).

b. Interviews can be conducted separately or simultaneously by a panel of officers. The officer(s) conducting the interviews should be in pay grades 0-3 and above if possible, and only one of the interviewing officers can be in the applicant's immediate chain of command. At least one interviewer should be in the designator for which the applicant is applying.

6. Medical Examination Information. Applicants are required to complete a full physical when applying for the

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program. Include the Report of Physical Examination (SF 88) and the Report of Medical History (SF 93) with the application. The following must be included with the Physical Examination document:

- a. Results of a current chest x-ray if there is a history of pulmonary disease or of smoking.
- b. Results of a current EKG with doctor's interpretation.
- c. Height and weight or a determination of body fat percentage if member exceeds height/weight.
- d. An eye refraction for applicants with less than 20/20 vision uncorrected. Eyesight must be correctable to 20/20 for all unrestricted line programs.
- e. A Farnsworth Lantern test (no exceptions) must be administered to determine color vision. Defective color vision is disqualifying for the URL. No waivers will be considered. Defective color vision is not disqualifying for CEC.
- f. Depth perception tests are required for Pilot applications.
- g. Intraocular Tension must be completed.
- h. All female applicants must have Papanicolaou's Stain (PAP) and Human Chorionic Gonadotropin (HCG) test documented.
- i. Regardless of date of physical exam, selectees will be required to have an HIV test within one year upon application for the program. Record of HIV test results must be included with the Physical Examination document.
- j. In accordance with the Manual of the Medical Department, Chapter 15, for Special Warfare Officers (in

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Training)-1185 and Special Operations Officers (in Training)-1195, The Bureau of Medical and Surgery (MED 21) must review the Report of Medical Exam (SF 88) indicating in block 77 qualifications for diving duty and/or combat swimmer and stamped by MED 21 that the package is Physically Qualified (PQ) for diving and/or combat swimmer duty.

k. For aviation program applicants, the physical must contain anthropometric measurements, and a standard flight physical eye surgery statement.

Applicants must meet all other physical qualifications specified in paragraph 3 above.

7. Administrative Information

a. Change of address. Applicants must notify the Commander, Navy Recruiting Command (Code 31) in writing of any change in mailing address.

b. Service Obligation

(1) Applicants for OCS programs must have at least six months of obligated service remaining on current enlistment upon receipt of orders to OCS. Selectees having less than the required minimum time remaining are authorized to extend their enlistments up to 12 months utilizing NAVPERS 1070/621 or NAVPERS 1070/622. The reason for extension of enlistment should state "Training (OCS)." The following statement of understanding should be included with the reason for extension of enlistment: "I understand that upon selection for Officer Candidate School, this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN." Voluntary extensions are not authorized if the aggregate of all extensions during the current enlistment exceeds 48 months. In these cases, the individual must reenlist. Orders will be issued contingent upon extension of enlistment when applicant does not have the required amount of obligated service before transfer. The Commander, Navy Recruiting

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Command (Code 31) should be notified immediately if an applicant who receives orders does not desire to extend his/her enlistment in order to qualify.

(2) An Enlisted Navy Career Options for Reenlistment (ENCORE) quota is not a requirement for officer accession programs. Selectees to officer accession programs are not required to request ENCORE reenlistment or extension quotas in order to acquire the necessary obligated service for those programs.

(3) If disenrolled from OCS, or if officer candidates decline to accept an appointment as a commissioned officer, they will remain in their enlisted rate in the Navy or Naval Reserve and be made available for general assignment. Disenrolled members will be required to serve time remaining of their current obligation.

(4) Upon graduation from OCS and initial appointment, officers are required to serve the following minimum period of active service:

Community/Designator	Active Duty Obligation
Surface Warfare (Conventional) (111X), Special Warfare (113X), Special Operations (114X)	4 years upon commissioning
Surface (Nuclear) (111X) and Submarine (112X)	5 years upon commissioning
Pilot (131X) (Maritime or Rotary Wing Communities)	7 years upon community designation
Pilot (131X) (Jet Community)	8 years upon community designation
NFO (132X)	6 years upon community designation
Restricted Line and Staff Corps	4 years upon commissioning

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c. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to transfer from present duty station. A selectee wishing to withdraw should decline transfer orders and notify the Commander, Navy Recruiting Command (Code 31) (see paragraph 9 for address and phone number).

(2) Should there be a marked drop in the overall performance of the selectee or violations against the UCMJ prior to the selectee's transfer, the commanding officer shall immediately inform the Commander, Navy Recruiting Command (Code 31) and make a recommendation if the situation warrants revoking his/her selection for the program.

d. Transfer Policy

(1) Applicants for OCS receiving permanent change of station orders for execution subsequent to applying for this program should not be transferred until officially notified of selection or non-selection. If a transfer directive is received, the commanding officer shall notify the orders originating authority that the individual has applied for selection for the OCS Program and that orders are being held in abeyance until notification of selection or non-selection. If the applicant is selected, the commanding officer should notify the order originator that the individual has been selected and that orders should be canceled. If the applicant is not selected, the command should transfer the individual and notify the orders originator that the orders have been executed.

(2) Transfer directives will be issued by the Commander, Navy Personnel Command. Commanding officers shall ensure that no person ordered to OCS is transferred without the required obligated service.

8. Inquiries. Information and questions concerning OCS should be addressed to:

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Commander, Navy Recruiting Command
NSA Mid South, BLDG 784
Code 31
5722 Integrity Drive
Millington, TN 38054-5057
(901) 874-9225/DSN 882

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Chapter 8
ENLISTED COMMISSIONING PROGRAM (ECP)

1. References

- (a) OPNAVINST 1160.6A
- (b) BUPERSINST 1780.1
- (c) MILPERSMAN 1530-010

2. Program Information

a. The basic Enlisted Commissioning Program (ECP) provides a full-time opportunity for outstanding enlisted personnel to complete requirements for a baccalaureate degree and to earn a commission in the Unrestricted Line. ECP is open to eligible active duty Navy enlisted personnel who have previous college credit but less than a baccalaureate degree. Prospective candidates must have a minimum of 30 semester hours or 45 quarter hours of fully transferable college credit which can be applied to a selected major of study towards a completion of a baccalaureate degree.

b. The ECP program offers several options for prospective candidates which include basic ECP, Aviation Option ECP (AECP), Nuclear Option ECP (NECP), and Civil Engineer Corps Option ECP (ECP-CEC). Applicants interested in AECP, NECP or ECP-CEC should review chapters 9, 10, or 11, respectively.

c. ECP participants are eligible to complete their baccalaureate degree at any NROTC-affiliated university (Appendix B provides a listing of NROTC-affiliated universities). Selectees will be ordered to CNET-assigned universities following completion of the Naval Science Institute (NSI) at Newport, Rhode Island. NSI program is an intensive 6 1/2-week academic and physical training program where the ECP participant completes the first two years of the Naval Science courses required for commissioning through the NROTC unit upon degree completion.

d. ECP students receive full pay and allowances, based on their enlisted paygrade, and are eligible for advancement

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while in college. It is highly recommended that all requirements for the next advancement exam be completed prior to detaching from present command.

e. Program applicants should review reference (a) for specific details regarding Selective Reenlistment Bonus (SRB) eligibility. All special duty assignment pay ceases upon transfer to NSI and the NROTC-affiliated university.

f. ECP students are responsible for all educational expenses incurred while participating in the program including tuition, fees, and books. If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery GI Bill (MGIB) educational benefits; however, students are not eligible for benefits under the Tuition Assistance Program. Questions regarding use of MGIB benefits should be directed to the Veterans Administration Regional Office. Eligibility requirements for VEAP and MGIB educational benefits are delineated in reference (b).

g. Selectees are required to complete degree requirements for non-technical degrees in not more than 30 calendar months, or technical degrees in not more than 36 calendar months. Program participants attend school on a full-time, year-round basis beginning in the fall of the fiscal year selected. A technical degree is defined as: mathematics, physics, any of the engineering disciplines, or any of the hard sciences (e.g., Chemistry, BioChemistry, Physical Science, and Oceanography). A non-technical degree is any other degree program applicable to URL. Advanced academic standing may be granted at the discretion of the individual university; however, students so advanced will be expected to complete degree requirements in a proportionately reduced period of time.

h. Upon completion of a baccalaureate degree and NROTC commissioning requirements, ECP participants are commissioned as Ensign, United States Naval Reserve with an obligated service consistent with the assigned warfare community.

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3. Eligibility Requirements

a. U.S. citizenship is required and cannot be waived.

b. Age requirement. Applicants must be at least 22 years of age by 1 November in the year in which applying for the program and be able to complete degree requirements and be commissioned prior to the 31st birthday. Waivers will not be considered. Applicants who would exceed age restrictions prior to completing the normal 30 - 36 month ECP tour but are able to complete all degree and commissioning requirements prior to their reaching their 31st birthday, must include with the application a degree plan from their chosen university.

c. Moral character and conduct. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction. Have no record of disciplinary action under Article 15 of the Uniform Code of Military Justice, or conviction by civil court for misdemeanors (except minor traffic violations) during the three years preceding application for the program. Any substantiated drug use or alcohol related incidents, while in an enlisted status, is considered an aspect of an individual's professional performance and judgement and will be considered when assessing future leadership potential.

d. Applicants must be serving on active duty in the U.S. Navy or Naval Reserve, or Training and Administration of Reserves (TAR) and have completed at least four years of active duty service in any branch of the Armed Forces as of 1 September of the fiscal year for which applied. Waivers will be considered for up to six months of the minimum time-in-service requirement. Applicants not meeting the minimum time-in-service requirement are encouraged to investigate the NROTC Scholarship Program.

e. Performance record. Have a superb performance record as well as strong academic potential.

f. Education and Scholastic Aptitude Requirements.

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(1) Have completed sufficient undergraduate course work, no later than 1 December of the application year, to complete requirements for a non-technical degree in 30 months or a technical degree in 36 months. Applicants for both technical and non-technical degrees must have 30 semester hours or 45 quarter hours of fully transferable credits from a regionally accredited college for program eligibility. Waivers for insufficient credits will not be granted.

(2) A transferable credit must have a grade of "C" or better. A "pass/fail" or "SAT" grade is not acceptable. Only traditional credits obtained through regionally accredited colleges or universities are considered fully transferable. Non-traditional credits, such as military service and service school credits, College Level Examination Program (CLEP) courses, vocational/technical school credits, correspondence courses other than PACE, etc., are not considered fully transferable credits for the purpose of qualifying for this program. After entry into ECP, non-traditional credits should be utilized to obtain advanced academic standing to the maximum extent permitted by the university enrolled. Normally, credits obtained from foreign institutes are accepted; however, not all are considered fully transferable.

(3) Have a cumulative Grade Point Average (GPA) of 2.5 or better on a 4.0 scale. GPA is based on grades for all college level courses taken. Waivers will be considered for those applicants who are academically capable of earning baccalaureate degrees and who show potential for successful careers as commissioned officers.

(4) Applicants must submit SAT or ACT scores, taken within three years prior to 1 January of the application year. Although there is no minimum score requirement, applicants with less than 950 for the SAT (math/verbal), or 45 for the ACT (math/English) may be limited in choice of university due to college or university admission requirements. Applicants may submit these scores by (1) providing a copy of the SAT/ACT test scores with their application or (2) requesting the testing agency forward test scores directly to CNET by using

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Code 0493 for both assessment tests. Applicants must take the SAT or ACT not later than 1 October of the application year to ensure CNET receipt prior to the convening of the selection board. Applicants are encouraged to contact their Command Career Counselor or Navy College Office for information on local availability of the SAT and ACT.

(5) Individuals who have already obtained their baccalaureate degree are not eligible for ECP and should apply directly for Officer Candidate School (OCS). See Chapter 7 for OCS application instructions.

g. Physical qualification for URL Commissioning. Must be certified as physically qualified by the Bureau of Medicine and Surgery for appointment in the URL. Applicants must notify Chief of Naval Education and Training (CNET) (OTE6/0841) of any change to their medical status; e.g. broken bones, surgery, pregnancy, etc., which occur after the physical examination is completed. The most common disqualifying conditions for URL commissioning include defective color vision, eyesight uncorrectable to 20/20, and applicants out of height, weight, and body fat standards. Applicants must meet Navy height, weight, and body fat standards at time of application and maintain these standards after selection and through commissioning.

h. Recommended by their commanding officer.

4. Application Submission Procedures and Deadlines. Application Procedures.

a. Applicants must submit the Officer Programs Application with all required attachments via their chain of command prior to 1 November of the application year.

b. Additional documents required for the application are identified in the Appendix to this chapter. To ensure your application is complete, review the application checklist provided as Appendix H.

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5. Information and Guidance for Commanding Officers. Upon receipt of an application the commanding officer will:

a. Interview and provide a recommendation using the Commanding Officer's Recommendation form included in the Officer Programs Application. Ensure that the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required. The CO should rank applicants, if there are more than one applicant from that command.

c. Forward applications to:

Chief of Naval Education and Training
CNET OTE6/0841-ECP
250 Dallas Street
Pensacola, FL 32508-5220

6. Information and Guidance for Applicant Interviews

a. A minimum of three officers' interviews is required. Interviewers must use the Interviewer's Appraisal Sheet (NAVCRUIT 1100/13), provided in Chapter 2, Officer Programs Application.

b. Interviews are to be conducted simultaneously by a panel of officers. The officers conducting the interview should be Unrestricted Line (URL) designators and 0-3 and above.

7. Medical Examination Information. Applicants are required to submit a completed Report of Physical examination (SF 88) and Report of Medical History (SF 93) with the program application. Applicant must ensure the following is included:

a. Results of a current chest x-ray if there is a history of pulmonary disease or of smoking.

b. Results of a current Electrocardiogram (EKG).

c. Height and weight or a determination of body fat

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percentage if member exceeds Navy height/weight standards.

d. An eye refraction for applicants with less than 20/20 vision uncorrected. Eyesight must be correctable to 20/20.

e. A Farnsworth Lantern test must be administered to determine color vision. Defective color vision is disqualifying for URL commissioning. No waivers will be considered.

f. Intraocular Tension must be completed and documented.

g. All female applicants must have the results of a Papanicolaou's Stain (PAP) and Human Chorionic Gonadotropin (HCG) test documented on the SF 88.

h. Regardless of date of physical exam, selectees/ alternates will be required to have an HIV test dated on or after 1 July of the application year.

i. Applicants must meet all physical qualifications for commissioning in the URL.

8. Administrative Information

a. Change of address. Applicants must notify the CNET (OTE6/0841) in writing of any change in mailing address.

b. Service Obligation

(1) Selectees must have a six-year active service obligation. Members who do not have the requisite minimum obligated service must agree to extend their enlistment utilizing NAVPERS 1070/621 or NAVPERS 1070/622. Selectees are authorized to reenlist more than one year early if they are unable to satisfy obligated service requirement with an extension of 48 months or less. The reason for extension of enlistment should state "Training (ECP)." The following statement of understanding should be included with the reason for extension of enlistment: "I understand that upon

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admission to a university under this program, this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN."

(2) If disenrolled from ECP, or if an officer candidate declines to accept an appointment as a commissioned officer, they will remain in their enlisted rate in the Navy or Naval Reserve and be made available for general assignment. Disenrolled members will be required to serve time remaining on their six-year obligation.

(3) Upon commissioning and initial appointment, officers are required to serve on active duty for a minimum of four years.

c. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to selection board convening. A selectee wishing to withdraw should decline transfer orders and notify the Chief of Naval Education and Training (see paragraph 9 for address and phone number).

(2) Commanding Officers must notify CNET immediately of circumstances that would affect the member's continued program eligibility. These circumstances include a marked drop in overall performance, civilian or military violations, which have resulted or have the potential to result in conviction or imposition of punishment, or other circumstances which would affect the individual's program eligibility.

d. Transfer Policy

(1) ECP selects, receiving PCS orders for execution prior to transfer to the NSI, should not be transferred. If a transfer directive is received, the commanding officer should notify the orders originating authority that the individual has been selected for ECP and the orders should be cancelled.

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(2) The Commander, Navy Personnel Command, will issue transfer directives. Commanding officers shall ensure that no ECP select is transferred without the required obligated service. Transfer directives are normally issued after determination of physical qualification for commissioning as an Unrestricted Line officer and admission to the CNET assigned university.

9. Inquiries. Information and questions concerning the Basic and Aviation ECP should be addressed to:

Chief of Naval Education and Training
CNET OTE6/0841
250 Dallas Street
Pensacola, FL 32508-5220
(850) 452-4941 ext 317/DSN 922

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Chapter 9
ENLISTED COMMISSIONING PROGRAM, AVIATION OPTION
(AECP)

1. References

- (a) CNET P1533/3
- (b) OPNAVINST 1160.6A
- (c) BUPERSINST 1780.1
- (d) MILPERSMAN 1530-010

2. Program Information

a. The Enlisted Commissioning Program, Aviation Option (AECP) provides outstanding Fleet enlisted personnel a full-time opportunity to complete requirements for a baccalaureate degree and to earn a commission as a Naval aviator. AECP is open to eligible active duty Navy enlisted personnel who have previous college credit but less than a baccalaureate degree. Prospective candidates must have a minimum 30 semester hours or 45 quarter hours of fully transferable college credit which can be applied to a selected major of study towards completion of a baccalaureate degree.

b. The ECP program offers several options for prospective candidates which include basic ECP, Nuclear Option ECP (NECP), and Civil Engineer Corps Option ECP (ECP-CEC) in addition to AECP. Applicants interested in basic ECP, NECP or ECP-CEC should review chapters 8, 10, or 11, respectively.

c. AECP graduates will be designated as Student Naval Aviators (pilots). In addition to the basic eligibility requirements identified in this chapter, applicants must complete the following:

(1) A Student Naval Aviator flight physical examination with cycloplegic eye refraction.

(2) Achieve a score of "4" each on the Pilot Flight Aptitude Rating (PFAR) and the Pilot Background Inventory (PBI) portions of the Aviation Selection Test Battery (ASTB).

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The report of ASTB scores should be included in the application. The ASTB can be taken at NROTC units or local recruiting stations. In addition, Command Security Officers can obtain the exams by requesting them from the Naval Operational Medicine Institute (NOMI) (Code 41), Pensacola, Florida. The request can be made by telephone, FAX, letter, or message. Telephone: (850) 452-2187/DSN 922, FAX (850) 452-2144/DSN 922. Message PLA address: NAVOPMEDINST PENSACOLA FL//41//. The e-mail address is: code413@nomi.med.navy.mil. NOMI is the point of contact for ASTB questions only; AECP questions are to be directed to CNET (contact information is provided in paragraph 9 of this chapter).

(3) If selected for AECP, the individual must maintain eligibility at the university at which matriculated. To ensure that requirements to become a Student Naval Aviator are understood, a Page 13 entry, signed and dated by the applicant and witnessed by a commissioned officer, will be executed after notification of selection and prior to receipt of PCS orders to AECP as follows: "I understand that I have been selected for the Aviation Enlisted Commissioning Program (AECP), and that, upon graduation from my assigned university, I will be commissioned as a Student Naval Aviator (SNA) and be ordered to the Aviation Pre-Flight Indoctrination (API) Course, Naval Aviation Schools Command, Pensacola, Florida, provided the following is accomplished at the university to which assigned:

(a) NROTC professional, physical, and academic standards for midshipman and officer candidates are maintained as provided for in reference (a), which is available only at the NROTC Units.

(b) Completion of a basic Physics class, e.g., Introduction to Physics, if their degree program does not require a more advanced physics program.

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(c) Achieve a score of "3" or better on the Academic Qualification Rating (AQR) portion of the Aviation Selection Test Battery prior to beginning my senior year; and

(d) Be certified physically qualified for commissioning as a Student Naval Aviator by the Naval Operational Medicine Institute within 18 months of commissioning."

d. AECP participants are eligible to complete their baccalaureate degree at any NROTC-affiliated university (Appendix B provides a listing of NROTC-affiliated universities). Selectees will be ordered to a CNET-assigned university following completion of the Naval Science Institute (NSI) at Newport, Rhode Island. NSI program is an intensive 6 1/2-week academic and physical training program where the ECP participant completes the first two years of the Naval Science courses required for commissioning through the NROTC unit upon degree completion.

e. AECP students receive full pay and allowances, based on their enlisted pay grade, and are eligible for advancement while in college. It is highly recommended that all requirements for the next advancement exam be completed prior to detaching from present command.

f. Program applicants should review reference (b) for specific details regarding Selective Reenlistment Bonus (SRB) eligibility. All special duty assignment pay ceases upon transfer to NSI and the NROTC affiliated university.

g. AECP students are responsible for all educational expenses incurred while participating in the program including tuition, fees, and books. If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery GI Bill (MGIB) educational benefits; however, students are not eligible for benefits under the Tuition Assistance program. Questions regarding use of MGIB benefits should be directed to the Veterans Administration Regional Office. Eligibility

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requirements for VEAP and MGIB educational benefits are delineated in reference (c).

h. Selectees are required to complete degree requirements for non-technical degrees in not more than 30 calendar months, or technical degrees in not more than 36 calendar months. A technical degree is defined as: mathematics, physics, any of the engineering disciplines, or any of the hard sciences (e.g., Chemistry, BioChemistry, Physical Science, and Oceanography). A non-technical degree is any other degree program applicable to URL. Program participants attend school on a full-time, year-round basis beginning in the fall of the year selected. Advanced academic standing may be granted at the discretion of the individual university; however, students so advanced will be expected to complete degree requirements in a proportionately reduced period of time.

i. Upon completion of a baccalaureate degree and NROTC commissioning requirements, AECP participants are commissioned as Ensign, United States Naval Reserve with an obligated service consistent with the Aviation warfare community.

3. Eligibility Requirements

a. U.S. citizenship is required and cannot be waived.

b. Age requirement. Applicants must be at least 22 years of age by 1 November in the year in which applying for the program and be able to complete degree requirements and be commissioned prior to the 27th birthday. Waivers may be considered on a case-by-case basis up to the individuals 31st birthday. An applicant who would exceed age restrictions prior to completing the normal 30 - 36 month AECP tour, must include with the application a degree plan from his/her chosen university.

c. Moral character and conduct. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction. Have no record of disciplinary action under Article 15 of the Uniform Code of Military Justice, or conviction by civil court for misdemeanors (except

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minor traffic violations) during the three years preceding application for the program. Any substantiated drug use or alcohol related incidents, while in an enlisted status, is considered an aspect of an individual's professional performance and judgement and will be considered when addressing future leadership potential.

d. Applicants must be serving on active duty in the U.S. Navy or Naval Reserve, or Training and Administration of Reserves (TAR) and have completed at least four years of active duty service in any branch of the Armed Forces as of 1 September in the application year. Waivers will be considered for up to six months of the minimum time-in-service requirement. Applicants not meeting the minimum time-in-service requirement are encouraged to investigate the NROTC Scholarship Program.

e. Performance record. Have a superb performance record as well as strong academic potential.

f. Education and Scholastic Aptitude Requirements.

(1) Have completed sufficient undergraduate course work, no later than 1 December of the application year, to complete requirements for a non-technical degree in 30 months or a technical degree in 36 months. Applicants for both technical and non-technical degrees must have a minimum of 30 semester hours or 45 quarter hours of fully transferable credits from a regionally accredited college for program eligibility. Waivers for insufficient credits will not be granted.

(2) A transferable credit must have a grade of "C" or better. A "pass/fail" or "SAT" grade is not acceptable. Only traditional credits obtained through regionally accredited colleges or universities are considered fully transferable. Non-traditional credits, such as military service and service school credits, College Level Examination Program (CLEP) courses, vocational/technical school credits, correspondence courses other than PACE, etc., are not considered fully transferable credits for the purpose of qualifying for this program. After entry into ECP, non-traditional credits should

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be utilized to obtain advanced academic standing to the maximum extent permitted by the university enrolled. Normally, credits obtained from foreign institutes are accepted; however, not all are considered fully transferable.

(3) Have a cumulative Grade Point Average (GPA) of 2.5 or better on a 4.0 scale. GPA is based on grades for all college level courses taken. Waivers will be considered for those applicants who are academically capable of earning baccalaureate degrees and who show potential for successful careers as commissioned officers.

(4) Applicants must submit SAT or ACT scores, taken within 3 years prior to 1 January of the application year. Although there is no minimum score requirement, applicants with less than 950 for the SAT (math/verbal), or 45 for the ACT (math/English) may be limited in choice of university due to college or university admission requirements. Applicants may submit these scores by (1) providing a copy of the SAT/ACT test scores with their application or (2) requesting the testing agency forward test scores directly to CNET by using code 0493 for both assessment tests. Applicants must take the SAT or ACT not later than 1 October of the application year to ensure CNET receipt prior to the convening of the selection board. Applicants are encouraged to contact their Command Career Counselor or Navy College Office for information on local availability of the SAT and ACT.

(5) Individuals who have already obtained their baccalaureate degree are not eligible for AECP and should apply directly for Officer Candidate School (OCS). See Chapter 7 for OCS application instructions.

g. Physical qualifications. AECP applicants must complete flight physical examinations including cycloplegic eye refraction. Applicants must notify Chief of Naval Education and Training (CNET) (OTE6/0841) of any significant changes to physical status; e.g. broken bones, surgery, pregnancy, etc., which occur after the physical examination is

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completed. Most common disqualifying conditions for URL include: defective color vision, eyesight uncorrectable to 20/20, and applicants out of height, weight, and body fat standards. Applicants must meet physical height, weight, and body fat standards at selection and through commissioning.

h. Recommended by their commanding officer.

4. Application Submission Procedures and Deadlines.
Application Procedures.

a. Applicants must submit the Officer Programs Application with all required attachments via their chain of command prior to 1 November of the application year.

b. To ensure your application is complete, review the application checklist provided as Appendix I.

5. Information and Guidance for Commanding Officers. Upon receipt of an application the commanding officer will:

a. Interview and provide a recommendation using the Commanding Officer's Recommendation form included in the Officer Programs application. Ensure that the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required. The commanding officer should rank applicants, if there are more than one applicant from that command.

b. Forward applications to:

Chief of Naval Education and Training
CNET OTE6/0841-ECP
250 Dallas Street
Pensacola, FL 32508-5220

6. Information and Guidance for Applicant Interviews

a. A minimum of three officers' interviews is required. Interviewers must use the Interview's Appraisal Sheet

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(NAVCRUIT 1100/13), provided in Chapter 2, Officer Programs Application.

b. Interviews are to be conducted simultaneously by a panel of officers. The officers conducting the interview should be Unrestricted Line (URL) designators and 0-3 and above.

7. Medical Examination Information. Applicants are required to submit a Student Naval Aviator flight physical examination with cycloplegic eye refraction completed. A Report of Physical Examination (SF 88) and the Report of Medical History (SF 93) documenting this physical must be submitted with the program application. Ensure the following is included:

a. All female applicants must have the results of a Papanicolaou's Stain (PAP) and Human Chorionic Gonadotropin (HCG) test documented on the SF 88.

b. Regardless of date of physical exam, selectees/ alternates will be required to submit the results of an HIV test dated on or after 1 July of the application year.

8. Administrative Information

a. Change of address. Applicants must notify CNET (OTE6/0841) in writing of any change in mailing address.

b. Service Obligation

(1) Selectees must have a six-year active service obligation. Members who do not have the requisite minimum obligated service must agree to extend their enlistment utilizing NAVPERS 1070/621 or NAVPERS 1070/622. Selectees are authorized to reenlist more than one year early if they are unable to satisfy six-year obligated service requirement with an extension of 48 months or less. The reason for extension of enlistment should state "Training (AECF)." The following statement of understanding should be included with the reason

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for extension of enlistment: "I understand that upon admission to a university under this program, this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN."

(2) If disenrolled from ECP, or if an officer candidate declines to accept an appointment as a commissioned officer, they will remain in their enlisted rate in the Navy or Naval Reserve and be made available for general assignment. Disenrolled members will be required to serve time remaining on their six-year obligation.

(3) Upon commissioning and initial appointment, officers acquire an active service obligation consistent with their assigned warfare community.

c. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to selection board convening. A selectee wishing to withdraw should decline transfer orders and notify the Chief of Naval Education and Training (see paragraph 9 for contact information).

(2) Commanding Officers must notify CNET immediately of circumstances that would affect the members continued program eligibility. These circumstances include a marked drop in overall performance, civilian or military violations, which have resulted or have the potential to result in conviction or imposition of punishment, or other circumstances which would affect the individual's program eligibility.

d. Transfer Policy

(1) AECP selects, receiving PCS orders for execution prior to transfer to the NSI, should not be transferred. If a transfer directive is received, the commanding officer should notify the orders originating authority that the individual has been selected for AECP and the orders should be cancelled.

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(2) The Commander, Navy Personnel Command, will issue transfer directives. Commanding officers shall ensure that AECP selects do not transfer without the required obligated service. Transfer directives are normally issued after determination of physical qualification for commissioning as a Student Naval Aviator by Bureau of Medicine and Surgery and by Naval Operational Medicine Institute and admission to CNET assigned university.

9. Inquiries. Information and questions concerning Aviation ECP should be addressed to:

Chief of Naval Education and Training
CNET OTE6/0841
250 Dallas Street
Pensacola, FL 32508-5220
(850) 452-4941 ext 317/DSN 922

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Chapter 10
ENLSITED COMMISSIONING PROGRAM, NUCLEAR OPTION
(NECP)

1. References

- (a) OPNAVINST 1160.6A
- (b) OPNAVINST 1560.9
- (c) BUPERSINST 1780.1
- (d) Manual of the Medical Department (NAVMED P-117)

2. Program Information

a. The Enlisted Commissioning Program (ECP) (Nuclear Option) (NECP) provides a full-time opportunity for exceptional enlisted personnel in the nuclear propulsion training pipeline to complete a Bachelor of Science degree in an engineering or technical major, obtain a regular commission, and become a nuclear-trained officer.

b. NECP is available at the following Naval Reserve Officer Training Corps (NROTC) host universities:

- University of Arizona
- Auburn University
- University of Idaho
- University of Illinois
- University of Kansas
- University of New Mexico
- North Carolina State University
- Oregon State University
- Pennsylvania State University
- University of Texas
- University of Washington
- University of Wisconsin

c. NECP students receive full pay and allowances, based on their enlisted paygrade, and are eligible for advancement while in college. It is highly recommended that all requirements for the next advancement exam be completed prior to detaching from present command.

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d. Program applicants should review reference (a) for specific details regarding Selective Reenlistment Bonus (SRB) eligibility. All special duty assignment pay ceases upon transfer to the NROTC affiliated university.

e. NECP students must pay for tuition, books and other fees incurred as a student in the NECP. Students are not eligible for the Navy's Tuition Assistance Program in accordance with reference (b). Eligible students may use the Veterans Educational Assistance Program (VEAP) or the Montgomery G.I. Bill (MGIB) contained in reference (c). The MGIB program requires at least one year of monthly \$100 allotments before any benefits can be drawn, so an early start is important.

f. Selectees are required to complete degree requirements for technical degrees in not more than 36 calendar months. Program participants attend school on a full-time, year-round basis beginning in the summer of the year selected. NECP students must pursue academic majors approved by the Program Manager. The following majors currently approved:

Mathematics

Physics

Chemistry

Engineering (less industrial)

Computer Science restricted to the following:

- University of Idaho (Scientific Option)
- University of Texas (Engineering Option)
- University of Washington (Engineering Option)

g. There are two different commissioning options available to an NECP officer candidate. The majority of officer candidates will be commissioned through Officer Candidate School following receipt of their degree. However, on a case by case basis, an NECP officer candidate can be commissioned in a manner similar to that of a NROTC midshipman, i.e., at the host NROTC unit after completing the required Naval Science courses. The commissioning option should be the one that allows the officer to maximize his/her academic performance.

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3. Eligibility Requirements

- a. U.S. citizenship is required and cannot be waived.
- b. Marital Status: No restrictions. (Note married applicants must be made aware of the financial requirements associated with the ECP program. In addition, the demanding nature of a college program may interfere with normal family life. Historical data indicates that married personnel have a more difficult time completing the program.)
- c. Age: Nuclear training pipeline students and Nuclear Propulsion Training Unit (NPTU) staff pickup instructors must be commissioned prior to their 26th birthday. Sea returnee staff instructors must be commissioned prior to their 31st birthday.
- d. Moral character and conduct. Applicants must be of good moral character and have no courts-martial or civilian felony convictions, no record of disciplinary action under Article 15 of the Uniform Code of Military Justice, and no conviction by civil court for misdemeanors (except minor traffic violations) during the three years receding application for the program. Any substantiated drug use or alcohol abuse will result in disqualification.
- e. Applicants must have completed or be enrolled in Nuclear Power School or NPTU, or be a staff pickup or sea returnee instructor at NPTU or NNPTC (Nuclear Field "A" School (NFAS) or Nuclear Power School (NPS)).
- f. Performance record. Applicants must have demonstrated exceptional performance and motivation throughout their naval service. Academic performance at every naval school attended is a significant factor in this evaluation.
- g. Education and Scholastic Aptitude Requirements.
 - (1) Have completed sufficient undergraduate course work to complete requirements for a technical degree in a maximum 36 months, including summers. The 36-month period

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will be shortened for those personnel who have earned a significant number of college credits and can complete a Baccalaureate degree in a shorter time. The specific allowable time to complete the degree will be determined by the university. An extension of one additional fall semester (6 months) beyond the 36 months may be approved for students enrolled in established five-year degree programs. Personnel with no previous undergraduate work should have, as a minimum, demonstrated above average high school performance particularly in math and science subjects. Personnel with previous undergraduate work must have demonstrated the ability to maintain an average >2.5 on a 4.0 scale. Waivers may be requested for deserving individuals with undergraduate averages ≤ 2.5 .

(2) Selectees will major in an engineering or technical curriculum approved by the Program Manager and maintain a grade point average (GPA) of 3.0 on a 4.0 scale. This curriculum must include one year of calculus and one year of calculus-based physics.

(3) Applicants must have scored a minimum of 1,140 (combined math/verbal) on a Scholastic Aptitude Test (SAT) taken within three years prior to 1 January of the application year. Applicants must submit these scores by providing a copy of the SAT test scores with their application. Applicants are encouraged to contact their Command Career Counselor or Navy College Office for information on local availability of the SAT.

(4) Individuals who have already obtained their baccalaureate degree are not eligible for NECP and should apply directly for Officer Candidate School (OCS).

h. Physical qualification. Must be physically qualified for appointment in the Unrestricted Line (URL). Applicants must notify Chief of Naval Education and Training (CNET-OTE31) of any change to their medical status (e.g. broken bones, surgery, pregnancy, etc.), which occur after the physical examination is completed. The most common

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disqualifying conditions for URL commissioning include defective color vision, eyesight uncorrectable to 20/20, and applicants out of height, weight, and body fat standards. Applicants must meet Navy height, weight, and body fat standards at time of application and maintain these standards after selection and through commissioning.

i. Recommendation. Applicants must receive an endorsement from their commanding officer.

4. Application Submission Procedures and Deadlines.
Application Procedures.

a. Applications must be received by the Program Manager by 1 November of the application year.

b. Additional documents required for the application are identified in the checklist at the end of this chapter. To ensure your application is complete, review the application checklist.

5. Information and Guidance for Commanding Officers. Upon receipt of an application the commanding officer will:

a. Appoint a board of three naval officers to interview and evaluate each applicant. A minimum of three officers' interviews is required. Use the Interviewer's Appraisal Sheet NAVCRUIT 1100/13 in the Officer Programs Application (Chapter 2).

(1) Interviews may be conducted separately or simultaneously by a panel of officers. The officers conducting the interview should be O-3 and above nuclear trained URL Officers (1110/5, 1120/5).

b. The Commanding Officer will provide a recommendation for each applicant in the form of an endorsement. In the applicant's endorsement, the Commanding Officer shall state that the candidate is recommended for the ECP (Nuclear Option) and certify that the candidate is physically qualified for an

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officer program as specified in reference (d). Additionally, the endorsement must address and justify any waivers requested by the applicant. Commanding Officers should utilize the current fiscal year Enlisted Commissioning Program Letter issued by CNO (N133) for complete application endorsement guidance.

c. Forward applications to:

Deputy Chief of Naval Operations
(Manpower and Personnel) (N133)
2 Navy Annex
Washington, DC 20370

6. Medical Examination Information. Applicants are required to submit a completed Report of Physical Examination (SF 88) and Report of Medical History (SF 93) with the program application. Applicant must ensure the following is included:

- a. Results of a current chest x-ray if there is a history of pulmonary disease or of smoking.
- b. Results of a current EKG.
- c. Height and weight or a determination of body fat percentage if member exceeds Navy height/weight standards.
- d. An eye refraction for applicants with less than 20/20 vision uncorrected. Eyesight must be correctable to 20/20.
- e. A Farnsworth Lantern test must be administered to determine color vision. Defective color vision is disqualifying for URL commissioning. No waivers will be considered.
- f. Intraocular Tension must be completed and documented.
- g. All female applicants must have the results of a Papanicolaou's Stain (PAP) and Human Chorionic Gonadotropin (HCG) test documented on the SF 88.

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h. Applicants must meet all physical qualifications for commissioning in the URL.

7. Administrative Information

a. Change of address. Applicants must notify the Chief of Naval Education and Training (CNET) (OTE31) in writing of any change in mailing address.

b. Service Obligation

(1) Selectees must have a six-year active service obligation. Members who do not have the requisite minimum obligated service must agree to extend their enlistment utilizing NAVPERS 1070/621 or NAVPERS 1070/622. Selectees are authorized to reenlist more than one year early if they are unable to satisfy six-year obligated service requirement with an extension of 48 months or less. The reason for extension of enlistment should state "Training (NECP)." The following statement of understanding should be included with the reason for extension of enlistment: "I understand that upon admission to a university under this program, this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN."

(2) If disenrolled from NECP, officer candidates will be screened for return to the nuclear propulsion program in their current enlisted rate. Disenrolled members will be required to serve time remaining on their six-year obligation.

(3) Those NECP disenrollees that complete degree requirements but fail to be commissioned will be obligated for five years of enlisted service from the date of program disenrollment.

(4) Nuclear power officer candidates disenrolled for any reason will not be permitted to remain in the NECP.

(5) Nuclear power officer candidate selectees will incur a five-year active duty obligation upon commissioning.

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c. Withdrawal of Application or Recommendation

(1) Applicants may withdraw from consideration any time prior to transfer from present duty station. A selectee wishing to withdraw should decline transfer orders and notify the Chief of Naval Education and Training (OTE31).

(2) Commanding Officers must notify CNET (OTE31) immediately of circumstances that would affect the member's continued program eligibility. These circumstances include a marked drop in overall performance, civilian or military violations which have resulted or have the potential to result in conviction or imposition of punishment, or other circumstances which would affect the individual's program eligibility.

d. Transfer Policy

(1) If an NECP selectee has longer than 90 days after NPS graduation prior to scheduled transfer date to the NECP university, the student should be transferred to NPTU. This allows sufficient time for the student to complete the outhull training phase at NPTU. Where possible, NNPTC should coordinate with the NPTU in advance to work out arrangements with students from a prior class who have lost roommates.

(2) If NECP selectees have longer than six months after NPTU graduation prior to scheduled transfer date to the NECP university, graduates should be transferred to their next command. This allows the graduates the opportunity to experience life at sea and complete some follow on training prior to starting the NECP.

(3) The Commander, Navy Personnel Command, will issue transfer directives. Commanding Officers shall ensure selectees complete obligated service requirements prior to transfer. Transfer directives are normally issued upon physical qualification by Bureau of Medicine (BUMED) and acceptance at the designated university, ordering selectees to

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report to the host NROTC unit of the college or university in time for commencement of the summer session.

e. Nuclear power officer candidates will be assigned to host NROTC units for administrative purposes only. As nuclear option candidates have to carry a very heavy academic load in order to complete an engineering or technical major in 36 months, their involvement in NROTC unit activities that may affect their academic performance will be minimized.

8. Inquiries. Information and questions concerning the Enlisted Commissioning Program (Nuclear Option) may be directed to:

Chief of Naval Education and Training
CNET OTE31
250 Dallas Street
Pensacola, FL 32508-5220
(850) 452-4050/DSN 922

9. Career Counselors Note. Eligible nuclear training site Career Counselors refer to current fiscal year Nuclear Officer Programs NECP letter 1530 Serial N133C/XXXXXX for amplifying instructions for application.

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Chapter 11
ENLISTED COMMISSIONING PROGRAM, CIVIL ENGINEER CORPS
OPTION (ECP-CEC)

1. References

- (a) OPNAVINST 1160.6A
- (b) BUPERSINST 1780.1
- (c) NROTC Administrative Manual CNET P1533/3

2. Program Information

a. The Enlisted Commissioning Program (ECP) provides a full-time opportunity to complete requirements for a baccalaureate degree and to earn a commission in the Unrestricted Line or Civil Engineer Corps (CEC). ECP is open to eligible active duty Navy enlisted personnel who have earned previous college credit but less than a baccalaureate degree. Prospective candidates must have 30 semester hours or fully transferable college credit which can be applied towards completion of a baccalaureate degree.

b. ECP-Civil Engineer Corps Option (ECP-CEC). This option is available only for active duty enlisted Seabees (occupational field 13). Applicants from other occupational fields will not be considered for ECP-CEC. Selectees for ECP-CEC must complete an Accreditation Board for Engineering and Technology (ABET) engineering degree or National Architectural Accrediting Board (NAAB) architecture degree within 36 months of starting the program. Applications for the ECP-CEC Option should be mailed via the applicant's commanding officer directly to the CEC Officer Community Manager, Commander, Navy Personnel Command (PERS-4413).

c. ECP students receive full pay and allowances for their enlisted paygrades and are eligible for advancement while in college. It is highly recommended that all requirements for the next advancement exam be completed prior to detaching from present command. Entitlement to the Selective Reenlistment Bonus (SRB) is suspended upon application to any officer accession program, including ECP. If not selected, entitlement is restored. See reference (a) for specific details regarding

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SRB. All special duty assignment pay ceases upon transfer to NSI or the NROTC host university.

d. The student pays tuition, fees, books and other expenses incurred while participating in ECP. If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery GI Bill (MGIB) educational benefits, however, students are not eligible for benefits under the Tuition Assistance program. Questions regarding use of MGIB benefits should be directed to the Veterans Administration Regional Office. Eligibility requirements for VEAP and MGIB educational benefits are delineated in reference (b).

e. Selectees are required to complete degree requirements for an engineering or architecture degree in not more than 36 calendar months and attend school on a full-time, year-round basis beginning in the fall of the year selected. Advanced academic standing may be granted at the discretion of the individual university; however, students so advanced will be expected to complete degree requirements in a proportionately reduced period of time.

f. Graduates from ECP-CEC are commissioned as Ensign, United States Naval Reserve and serve on active duty for a minimum obligation of four years.

3. Eligibility Requirements

a. U.S. citizenship is required and cannot be waived.

b. Age requirement: candidates must be commissioned prior to their 35th birthday. Waivers will not be considered.

c. Moral character and conduct. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction. Have no record of disciplinary action under Article 15 of the Uniform Code of Military Justice, or conviction by civil court for misdemeanors (except minor traffic violations) during the three years preceding application for the program. Any substantiated drug use or alcohol incidents will result in disqualification.

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d. Be serving on active duty in the U.S. Navy or Naval Reserve, or Training and Administration of Reserves (TAR) and have completed at least four years of service as of 1 September in year that application is made. (Prior active duty in other services will count towards this requirement). Waivers will be considered for up to six months of the minimum time-in-service requirement. Applicants not meeting the minimum time-in-service requirement are encouraged to investigate the NROTC Scholarship Program.

e. Performance record. Have a superb performance record as well as strong academic potential. Include copies of last three fitness reports/evaluations with your application.

f. Education and Scholastic Aptitude Requirements

(1) Have completed sufficient undergraduate course work no later than the end of the fall semester (or the second quarter) of the academic year that the applicant is applying for the program, to complete requirements for a technical degree in 36 months. Applicants for technical degree must have 30 fully transferable semester hours of earned credit. Multiply by .67 to convert quarters to semester hours. Waivers for insufficient credits will not be granted.

(2) A transferable credit must have a grade of "C" or better. A "pass/fail" or "satisfactory" grade is not acceptable. Only traditional credits obtained through regionally accredited colleges or universities are considered fully transferable. Non-traditional credits, such as military service and service school credits, College Level Examination Program (CLEP) courses, vocational/technical school credits, correspondence courses other than PACE, etc., are not considered fully transferable credits for the purpose of qualifying for this program. After entry into ECP, non-traditional credits should be utilized to obtain advanced academic standing to the maximum extent permitted by the university enrolled. Normally, credits obtained from foreign institutes are accepted; however, not all are considered fully transferable.

(3) Have a cumulative Grade Point Average (GPA) of 2.5 or better on a 4.0 scale. GPA is based on grades for all college level courses taken. Waivers will be considered for those applicants who are academically capable of earning

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baccalaureate degrees and who show potential for successful careers as commissioned officers.

(4) Applicants must have taken the SAT or ACT. Although there is no minimum score requirement, applicants with less than 950 on the SAT (math/verbal), or 45 on the ACT (math/English) may be limited in choice of university due to college or university admissions requirements. Test scores must be within three years at the time of application to the program. For CEC-ECP applicants, only the SAT will be accepted. Applicants should include a copy of their most recent test scores.

(5) Individuals who have already obtained their baccalaureate degree are not eligible for ECP and should apply directly for Officer Candidate School.

g. Marital Status and number of dependents. No restrictions.

h. Physical qualifications. Applicants must be able to obtain a commission in the Staff Corps. Applicants must notify Navy Personnel Command (PERS-4413D) of any significant changes to physical status; e.g. broken bones, surgery, pregnancy, etc. which occur after the physical examination is completed. Most common disqualifying conditions for URL include: defective color vision, eyesight uncorrectable to 20/20, and applicants out of height, weight, and body fat standards. Applicants must meet physical height, weight, and body fat standards at time of application and maintain these standards after selection and through commissioning.

i. Recommended by their commanding officer.

4. Application Submission Procedures and Deadlines. Application Procedures.

a. Applicants must fill out the Officer Programs Application form, and submit it via their chain of command to be received by Naval Personnel Command (PERS-4413D) not later than 1 November of the application year.

b. Applicants must take the SAT or ACT tests, and not

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later than 1 October of the application year. Applicants should forward a xerox copy of their SAT or ACT testing results directly to Navy Personnel Command (PERS-4413D) for board consideration. Applicants are encouraged to take one or both of these examinations at the earliest opportunity but not later than 1 October of the application year. Detailed information and registration forms for these tests may be obtained by writing to:

SAT: The College Entrance Examination Board
Code 592
Princeton, NJ 08540

ACT: The American College Testing Program
Box 414
Iowa City, IA 52240

You may also contact your Command Career Counselor or Navy Campus Office to find out when and where the SAT and ACT are given in your area.

c. Naval Personnel Command will not accept test scores from tests taken more than three years prior to 1 January of the application year. If an applicant has already taken the SAT and/or the ACT, the applicant should write to the appropriate testing agency and request that the scores be forwarded. If the applicant has a copy of the test results, he/she must include them along with the application.

d. Additional documents required for the application are identified in Appendix K.

5. Information and Guidance for Commanding Officers. Upon receipt of an application the commanding officer will:

(1) Interview and provide a recommendation using the Commanding Officer's Recommendation form included in the Officer Programs Application. Ensure that the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required. The Commanding Officer should rank applicants, if there are more than one applicant from that command.

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(2) Forward applications to:

Commander Navy Personnel Command
PERS-4413D
5720 Integrity Dr
Millington TN 38055-4413

6. Information and Guidance for Applicant Interviews

a. A minimum of three officer's interviews are required. Interviewers must use the Interviewer's Appraisal Sheet (NAVCRUIT 1100/13), in Chapter 2, Officer Programs Application.

b. Interviews should be conducted separately or simultaneously by a panel of officers. The officer(s) conducting the interviews should be a Civil Engineer Corps Officer and 0-3 and above if possible, and only one of the interviewing officers can be in the applicant's immediate chain of command.

7. Medical Examination Information. Applicants are required to submit a completed Report of Physical Examination (SF 88) and the Report of Medical History (SF 93) with the application. Include the following:

(1) Results of a current chest x-ray if there is a history of pulmonary disease or of smoking.

(2) Results of a current EKG.

(3) Height and weight or a determination of body fat percentage if member exceeds Navy height/weight standards.

(4) An eye refraction for applicants with less than 20/20 vision uncorrected. Eyesight must be correctable to 20/20.

(5) A Farnsworth Lantern test (no exceptions) must be administered to determine color vision. Defective color vision is disqualifying for the URL. No waivers will be considered.

(6) Intraocular Tension must be completed.

(7) All female applicants must have Papanicolaou's Stain

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(PAP) and Human Chorionic Gonadotropin (HCG) test results documented.

(8) Regardless of date of physical exam, selectees/ alternates will be required to have an HIV test dated on or after 1 July of the application year.

(9) Applicants must meet all other physical qualifications specified in paragraph 3 above.

8. Administrative Information

a. Change of address. Applicants must notify the Naval Personnel Command (PERS-4413D) in writing of any change in mailing address.

b. Service Obligation

(1) Selectees must have a six-year active service obligation. Members who do not have the requisite minimum obligated service must agree to extend their enlistment utilizing NAVPERS 1070/621 or NAVPERS 1070/622. Selectees are authorized to reenlist more than 1 year early if they are unable to satisfy six-year obligated service requirement with an extension of 48 months or less. The reason for extension of enlistment should state "Training (ECP)." The following statement of understanding should be included with the reason for extension of enlistment: "I understand that upon admission to a university under this program, this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN."

(2) An Enlisted Navy Career Options for Reenlistment (ENCORE) quota is not a requirement for officer accession programs. Selectees to officer accession programs do not need to request ENCORE reenlistment or extension quotas in order to acquire the necessary obligated service for those programs.

(3) If disenrolled from ECP or from OCS, or if officer candidates decline to accept an appointment as a commissioned officer, they will remain in their enlisted rate in the Navy or Naval Reserve and be made available for general assignment. Disenrolled members will be required to serve time remaining on their six-year obligation.

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(4) Upon commissioning, officers are required to serve on active duty for a minimum of four years.

c. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to the convening of the selection board. A selectee wishing to withdraw should decline transfer orders and notify the Navy Personnel Command (PERS-4413D) (see paragraph 9 for address and phone number).

(2) Should there be a marked drop in the overall performance of the selectee or violations against the UCMJ prior to the selectees transfer, the commanding officer shall immediately inform the Navy Personnel Command (PERS-4413D) and make a recommendation for the individual's disenrollment from the program.

d. Transfer Policy

(1) Applicants for the ECP-CEC receiving Permanent Change of Station orders for execution subsequent to applying for this program should not be transferred until officially notified of selection or non-selection. If a transfer directive is received, the commanding officer shall notify the orders originating authority that the individual has applied for selection for the Enlisted Commissioning Program and that orders are being held in abeyance pending issuance of selection board results. If the applicant is selected, the commanding officer should notify the order originator that the individual has been selected and that orders should be canceled. If the applicant is not selected, the command should transfer the individual and notify the orders originator that the orders have been executed.

(2) Transfer directives will be issued by the Commander, Navy Personnel Command. Commanding officers shall ensure that no person ordered to the ECP-CEC is transferred without the required obligated service. Transfer directives are normally issued upon physical qualification by BUMED and acceptance at the designated university, ordering selectees to report to the host NROTC unit of the college or university they will be attending, in time for registration for fall classes.

(3) Assignment to a university will be made by Navy

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Personnel Command (PERS-4413D) and based on individual preferences, prior academic performance, university admission policies, needs of the Navy, and NROTC unit capacity. Assignment to a university other than that requested by a selectee may be made if considered in the best interest of the Navy or the selectee. Upon receipt of the board's assignment to a university, it is the individual's responsibility to apply and gain admission to that university.

e. Advancement in Rating. ECP-CEC students are eligible for advancement provided requirements for advancement are fulfilled. Students are encouraged to complete all requirements for advancement prior to entering the program.

9. Inquiries. For additional information please contact:

Plans and Input Officer
Navy Personnel Command (PERS-4413D)
5720 Integrity Dr
Millington TN 38055-4413
(901) 874-4034/DSN 884

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Chapter 12
MEDICAL ENLISTED COMMISSIONING PROGRAM (MECP)

1. Reference

(a) OPNAVINST 6110.1E

2. Program Information

a. The Medical Enlisted Commissioning Program (MECP) is a commissioning program specifically intended to provide an advancement pathway to commissioned status in the Nurse Corps, U.S. Naval Reserve, on the active duty list. It is not intended to serve as a precursor to medical school, nor for academic programs leading to certification, or licensure as a physical therapist, physician assistant, or other health care specialty. MECP provides outstanding career-motivated enlisted personnel of all ratings, who have attained previous college credits, the opportunity to complete the requirements for a baccalaureate degree in nursing and ultimately a commission in the Nurse Corps.

b. Selectees for the program will participate in a nationally accredited academic program leading to a baccalaureate degree in nursing. The college or university must be within 50 miles of a naval activity to which the participant will be ordered, for administrative purposes, on a Permanent Change of Station (PCS) basis. The naval activity may be a Naval Reserve Center, Naval Reserve Officers Training Corps Unit, or some other command.

c. MECP students receive full pay and allowances for their enlisted paygrades and are eligible for advancement while in college. The student pays tuition, fees, books and other expenses incurred while participating in MECP. If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery GI Bill (MGIB) educational benefits, however, students are not eligible for benefits under the Tuition Assistance program.

d. Selectees are required to complete the requirements

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for a baccalaureate degree in not more than 36 consecutive calendar months and attend school on a full-time, year-round basis. Advanced academic standing may be granted at the discretion of the individual school; however, candidates must then complete the degree requirements in a proportionately reduced period of time.

e. Selectees disenrolled from MECP at any time, either for academic or administrative reasons, will be made available and issued PCS orders to a new assignment in their enlisted rating to complete their active duty service obligation.

f. Graduates from MECP are commissioned as Ensign, Nurse Corps, United States Naval Reserve, attend Officer Indoctrination School (OIS), and incur an eight-year service obligation with a minimum of four years served on active duty.

3. Eligibility Requirements. To be eligible to apply for MECP, applicants must meet the following requirements:

a. U.S. citizenship is required and cannot be waived.

b. Age requirement: candidates must be able to complete the baccalaureate nursing degree requirements and be commissioned prior to their 35th birthday.

c. Moral character and conduct. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction. Have no record of disciplinary action under Article 15, Uniform Code of Military Justice, or conviction by civil court for misdemeanors (except minor traffic violations) during the three years preceding 1 October of the fiscal year in which the selection board is held. All minor traffic violations must be listed on this application. For the purpose of this sub-paragraph, an offense involving driving under the influence of an intoxicant (DUI/DWI) is a major traffic violation and is disqualifying if within four years preceding 1 October of the fiscal year in which the selection board is held.

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d. Drug Use. A felony conviction or any record of in-service drug abuse, regardless of the date, is disqualifying for MECP. A person who is drug or alcohol dependent, abuses drugs or alcohol, whose pre-service abuse of drugs or alcohol indicates a proclivity to continue abuse in the service or who has a record of trafficking offenses is ineligible for MECP.

e. Active Duty Service. Be serving on active duty as enlisted personnel in any rating of the U.S. Navy, U.S. Marine Corps, Naval Reserve (including the Training and Administration of the Reserve [TAR] Program), and the Marine Corps Reserve (including Active Reserve (AR) Program). Reserves on Active Duty for Special Work or One-Year Recall (ADSW/OYR) and Canvasser Recruiters are not eligible for the program. Must have completed at least three years active service as of 1 October of the fiscal year in which the selection board is held.

f. Performance record. Have a superb performance record as well as strong academic potential.

g. Education and Scholastic Aptitude

(1) Be a high school graduate. High School diplomas or equivalency certificates based upon military educational experience and general equivalency diploma (GED) are acceptable if they are issued by the Department of Education of a State, Commonwealth, or Territory of the United States or the District of Columbia.

(2) Have applied for acceptance or transfer into a baccalaureate degree in nursing program during the fiscal year in which the selection board is held at a United States college or university and its nursing school that is accredited by a nationally recognized nursing accreditation agency.

(3) Be able to complete the requirements for a baccalaureate degree in nursing within 36 consecutive months from the date of enrollment into the MECP. Full-time student status must be maintained throughout the calendar

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year, including fall, winter, spring, and summer sessions. Therefore, acceptance must be to a college or university offering courses, which offers classes applicable to MECP for each of those sessions.

(4) Have a cumulative Grade Point Average (GPA) of 2.5 on a 4.0 scale. Have completed a minimum of 45 quarter, or 30 semester credit hours in undergraduate courses such as English, mathematics, psychology, sociology, chemistry, biology, anatomy, physiology, nutrition or other courses acceptable for transfer in to the nursing program to which applying. The credit hours may be a combination of traditional classroom courses and College Level Entry Program (CLEP) credit, provided the non-traditional credits are accepted by the school to which the application is made.

(5) Individuals who have already obtained their baccalaureate degree are not eligible for the MECP and should apply directly for Officer Candidate School.

h. Marital status and number of dependents. No restrictions.

i. Physical qualifications. Physically qualified for commissioning in the Staff Corps, of the U.S. Navy as prescribed in the Manual of the Medical Department. The Commander, Navy Personnel Command (COMNAVPERSCOM) upon the recommendation of the Chief, Bureau of Medicine and Surgery (BUMED) may waive minor physical defects, non-organic in nature. The candidate must meet physical fitness and percent body fat standards at the time of application, while in training, and at the time of commissioning. Failure to maintain physical standards will result in immediate disenrollment.

j. Commanding Officer's Recommendation. Recommended by their commanding officer. Applications not favorably recommended should not be forwarded.

k. Waivers. Waivers of eligibility requirements, other than minor physical defects, are normally not granted.

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4. Application Submission Procedures and Deadlines. Application Procedures.

a. Applications are reviewed by selection boards on a competitive basis. They must be complete, concise, and accurate in every detail. Recommendations should be specific and not general in nature. Each applicant's service record should be complete and up-to-date. Each applicant is responsible for ensuring that the forms accompanying the signed application are complete and correct. Incomplete applications will be returned without board action.

b. Applicants must fill out the Officer Programs Application form provided in this manual, and submit it via the commanding officer, to COMNAVPERCOM (PERS-811) postmarked not later than 1 October of the fiscal year in which the board meets. The personal information requested in the application will be used by board members to identify those candidates who are fully qualified for appointment and are the best candidates. Applications must contain the following:

(1) Officer Programs Application.

(2) Sample Degree Plan, (see item 14), signed by the school of nursing to which the applicant is applying, showing the projected program of study and completion date with the number of transfer credits the school will accept. If already accepted into the program, submit the letter of acceptance with the degree completion plan.

(3) Original academic transcripts for each high school, technical school, college, and university attended. Failure to disclose complete academic transcripts or evidence of tampering in any way will result in disqualification. If the institution will not forward transcripts to the applicant, they may be sent directly to COMNAVPERSCOM (PERS-811), provided they include the applicant's full name and social security number.

(4) Certified and legible copies of Proof of Citizenship. Copy of birth certificate or certified statement signed by an official who has cited the

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naturalization certificate. Waivers of eligibility requirements, other than minor physical defects, are normally not granted.

(a) Enlisted Qualification History. NAVPERS 1070/604, page 4 of the enlisted service record.

(b) History of Assignments. NAVPERS 1070/605, page 5 of the enlisted service record, annotated, if necessary to include all periods of Temporary Duty Under Instruction (TEMDUINS).

(c) Evaluations. Copies of last three years observed Evaluation Report & Counseling (NAVPERS 1616/26) or Fitness Report & Counseling Record (NAVPERS 1610/2).

(d) Medical Examination/History. Two copies each of current Report of Medical Examination (SF 88) and Report of Medical History (SF 93). Physical examinations completed within 18 months prior to 1 October application deadline are acceptable, provided there has been no change in the applicant's health status. The applicant shall ensure that the forms are completed and signed by the attending physician and include results of the most recent drug screening and Human Immunodeficiency Virus (HIV) testing, an EKG, complete eye exam, clinical records, and consultation sheets, if applicable.

(e) Statement of age. The following statement must be contained in the application: "My date of birth is _____. Age computed to 1 October of the fiscal year in which selection board is held is _____ years, _____ months, _____ days. My projected date of graduation is _____ (Month and Year) at which time my age will be _____ years, _____ months, _____ days."

b. Commanding Officer. Upon receipt of an application, the applicant's commanding officer shall:

(1) Appoint and convene a board of three officers in the grade of lieutenant or above, to include one or more Nurse Corps officers, when available, to interview and evaluate each applicant. Each board member shall complete an Interviewer's Appraisal Sheet, NAVCRUIT 1100/13

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(Chapter 2). Assessing the applicant's motivation, potential, attitude, and maturity. A letter of recommendation and evaluation by a Nurse Corps officer is highly recommended if a Nurse Corps officer cannot be appointed to the board.

(2) Interview the applicant personally. Complete the Commanding Officer's Recommendation Form (OPNAV 1420/1) provided in the Officer's Program Application. Recommend only those applicants who have demonstrated continued superior performance with the potential and motivation for successfully serving as a Nurse Corps officer and with the academic ability to complete a demanding college curriculum. Applications without command endorsement shall be returned. The commanding officer's endorsement shall contain:

(a) Statement addressing any waivers requested by the applicant.

(b) Statement indicating whether or not the applicant is serving on full duty without limitation.

(c) Statement that the applicant meets physical fitness and percent body fat standards as outlined in reference (a).

(d) A typewritten, signed copy of each board member's Interviewer's Appraisal Sheet as an enclosure.

(3) Ensure that each MECP Program applicant has been counseled as to his or her financial status and the extent of benefits while enrolled in a MECP Program.

(4) Forward applications to:

Commander
Navy Personnel Command, (PERS-811)
5720 Integrity Drive
Millington, TN 38055-8110

c. Acknowledgment of Receipt of Applications.
COMNAVPERSCOM (PERS-811) will post a list of names of

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applications received on their homepage at www.bupers.navy.mil (Selection Boards/NPC81homepage/In-Service Procurement Branch).

d. Additional Correspondence. Candidates may submit certified copies of additional correspondence (e.g., transfer evaluations, awards/letters of appreciation or commendation, letters of acceptance to a nursing school, transcripts, etc.) to reach COMNAVPERSCOM (PERS-811) no later than 1 November of the fiscal year in which the selection board meets.

e. Change of Address. Applicants must notify the Commander, Navy Personnel Command (PERS-811) in writing of any change in mailing address.

5. Selection. Eligible MECP applicants will be considered by an annual selection board convened by the Chief of Naval Personnel (CHNAVPERS) in December. The board will recommend those applicants best qualified for appointment within authorized quota limitations established by the Chief of Naval Operations (CNO). The names of those selectees will be published by NAVADMIN.

6. Withdrawal of Application or Recommendation

a. An applicant may withdraw from consideration any time prior to transfer from present duty station. A selectee desiring to withdraw should decline transfer orders and notify the Commander, Navy Personnel Command (PERS-811).

b. Should there be a marked drop in the overall performance of the selectee or violations against the UCMJ prior to the selectee's transfer, the commanding officer shall immediately inform the Commander, Navy Personnel Command (PERS-811) and make a recommendation for the individual's disenrollment from the program.

7. Transfer Policy. Transfer directives/orders will be issued by the Commander, Navy Personnel Command. Commanding officers shall ensure that no person ordered to the MECP is transferred without the required obligated service.

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8. Advancement in Rating. MECP students are eligible for advancement provided requirements for advancement are fulfilled. Students are encouraged to complete all requirements for advancement prior to entering the program.

9. Appointment. Upon successful completion of a baccalaureate degree in nursing (certified by the accredited college/university), the candidate will receive a permanent appointment in the grade of Ensign in the Nurse Corps, U.S. Naval Reserve, per Title 10 U.S. Code 12203 and under the guidance of the current SECNAVINST 1120.6B (NOTAL). No subsequent reversion to an enlisted status is authorized. Commissioned officers must serve the minimum years active commissioned service per Title 10 U.S. Code 6323 to be eligible for retirement. Appointees incur an eight-year obligation upon commissioning, four of which must be served on active duty.

10. Officer Indoctrination School. Appointees must complete Officer Indoctrination School (OIS) and will be assigned to the next available class upon successful completion of the baccalaureate degree in nursing and commissioning.

11. Licensure

a. Nurse Corps officers must obtain and maintain a license to practice as a professional registered nurse from a State, Territory, or the District of Columbia based on the licensing examination (NCLEX-RN) provided by the National Council of State Boards of Nursing and administered by one of its member boards of nursing.

b. Appointment as a Nurse Corps officer may occur prior to licensure; however, the NCLEX-RN must be taken at the first available opportunity following graduation from the baccalaureate program.

c. Obtaining and maintaining a license to practice as a professional nurse is an expense incurred by the individual.

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d. Officers who twice fail the licensure examination will be re-appointed in a different competitive category to complete any incurred active duty obligation. The Assistant Secretary of the Navy (Manpower and Reserve Affairs (M&RA)) may relieve an officer of incurred active duty obligation, considering the comments and recommendations of the Deputy Chief of Naval Operations (Manpower and Personnel), when such action would be in the best interest of the naval service. Officers whose active duty obligation has been waived shall either submit a voluntary resignation or be processed for administrative separation per the current SECNAVINST 1920.6B (NOTAL).

e. Before appointment, applicants will be required to acknowledge in writing that they are aware of licensure requirements.

12. Educational Program Management. The following administrative guidance applies to the educational program management:

a. Any selectee who does not desire to participate in the program must notify COMNAVPERSCOM (PERS-811) with the Naval School of Health Science (NSHS) (Code E) as an information addressee within 15 days of notification of selection.

b. Selectees have until 15 March of the fiscal year in which the selection board was held to submit a letter of acceptance from a U.S. college or university and its nationally accredited nursing school. A final degree completion plan, (see Appendix H), must be submitted with the letter of acceptance showing the approved transfer credits and the expected degree completion date. Acceptance letters must be submitted to:

Commanding Officer
Naval School of Health Sciences, Code OE
8901 Wisconsin Avenue
Bethesda, MD 20889-5611

The letter of acceptance must state:

(1) Accreditation status of the nursing program;

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(2) Specific acceptance of the applicant to the school of nursing as well as the college/university in a course of study leading to a baccalaureate degree in nursing;

(3) That the applicant has been accepted for the fall term of the fiscal year in which his/her application was made; and

(4) That the applicant can complete the baccalaureate degree program in nursing in 36 consecutive months or less.

(5) Some schools of nursing will not formally accept a student into their program until certain criteria have been met. If this is the case at the applicant's preferred college/university, then a provisional letter of acceptance is satisfactory. A provisional letter of acceptance must state that the applicant will be accepted to the school of nursing upon satisfactory completion of specific prerequisite courses. A provisional letter must be accompanied by a letter of acceptance from the college/university itself, and the proposed degree completion plan.

c. MECP students will receive PCS orders to begin their studies within five months of receipt by NSHS of their letter of acceptance. Orders will be to a naval activity within 50 miles of the college or university which they will attend. The commanding officer or officer in charge of the naval activity to which ordered will maintain administrative jurisdiction over the candidate during the period of instruction.

d. Prior to detachment from their present command, each MECP student will incur a six-year active service obligation by extending or reenlisting. Selectees are authorized to reenlist more than one year early if they are unable to satisfy the six-year obligated service requirement with an extension of 48 months or less. Payment of the Selective Reenlistment Bonus (SRB) is not authorized for selectees who reenlist for the purpose of meeting the obligated service requirement. If the selectee is entitled

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to an Enlistment Bonus or SRB, the selectee's commanding officer must counsel the selectee individually per Department of Defense Financial Management Regulations (DOD 7000.14-R Volume 7A, July 96) Chapter 9, concerning suspension of entitlement and ensure a page 13 entry is signed acknowledging that the entitlement for a bonus will be reinstated and paid on a pro-rata basis if the member is not commissioned and returns to enlisted status in the same bonus skill rating. Upon execution of an extension, the following entry shall be made on page 1A in the service record: "Reason for extension: Training (MECP). I understand that upon admission to a college/university under this program, this extension becomes binding and may not thereafter be cancelled except as provided in the MILPERSMAN."

e. The MECP students will maintain their enlisted status and be eligible for advancement in rating under the Navy advancement system. Their Armed Forces Identification Card, DD 2N (ACT) will reflect the enlisted paygrade currently held.

f. MECP students may not use Navy-sponsored tuition assistance to pay for their tuition but may use the inservice Veteran's Administration "GI" bill or Veteran's Education Assistance Program (VEAP) if eligible.

g. Applications of selectees will be kept by Naval School of Health Science (NSHS)(Code OE) and become part of the selectee's academic file. Non-selectee applications will not be returned to the applicant.

h. Disenrollment from MECP will be by determination of the Commanding Officer, NSHS; with information copies to BUMED (MED 05, MED00NC), and CNO (N131M5). Reasons for disenrollment may include unsatisfactory academic performance, inability to maintain commissioning physical fitness/body fat standards, or for other reasons of unsuitability. Disenrollees shall be made available for assignment to duty in their current paygrade and rating and shall complete the terms of their enlistment. The periods served at the college/university shall count as shore duty.

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i. MECP students are not required to have an annual physical, but must pass the Physical Readiness Test as required by reference (a). Further, the commanding officer or officer in charge of the unit to which the student is assigned for administrative purposes is responsible for ensuring that each student completes the Risk Factor Screening/ Physical Readiness Test Results (NAPERS 6110/2) for each biannual test cycle.

13. Action

a. Commanding Officer, NSHS will report to COMNAVPERSCOM (PERS-811), twice a year, the names, last four digits of their social security numbers, administrative commands to which assigned, and expected graduation dates of all candidates. For continuity purposes and to facilitate the completion of commissioning documents, a copy of the report will be forwarded to COMNAVPERSCOM (PERS-4415), and the Chief of Naval Operations (N131M5), Commander, Navy Recruiting Command (Code-13), The Bureau of Medicine and Surgery, BUMED (MED-52) and BUMED (MED-OONC).

b. Commanding officers, command master chiefs, career counselors, education service officers, and Navy Campus for Achievement advisors will ensure widest issuance of information regarding eligibility requirements for the MECP. Eligible, interested, and qualified personnel should be encouraged to apply for MECP.

c. Inquires concerning Fleet applications should be addressed to:

Commander
Navy Personnel Command (PERS-811)
5720 Integrity Drive
Millington, TN 38055-8110
(901) 874-3170/DSN 882

d. For the most up to date MECP information, access the Frequently Asked Questions (FAQ) page under "Services" on the BUPERS home page at www.bupers.navy.mil.

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14. Sample Degree Plan

**SAMPLE DEGREE PLAN UNDER THE MEDICAL ENLSITED COMMISSIONING
PROGRAM (ECP)**

NAME (FIRST/MI/LAST)	RATE	SSN
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1. The nursing curriculum at (School's name and address) is designed so that I can complete the program within ____ months.

2. The fall session begins (day-month-year) and the projected date for degree completion is (month-year).

3. The school will accept _____ transfer semester/quarter hours toward degree completion.

4. The following is a projected program of study as outlined by the school:

FALL (YEAR)	SPRING (YEAR)	SUMMER (YEAR)
-------------	---------------	---------------

COURSE 1
COURSE 2
COURSE 3

FALL (YEAR)	SPRING (YEAR)	SUMMER (YEAR)
-------------	---------------	---------------

COURSE 1
COURSE 2
COURSE 3

(List classes and units of credit for each session as outlined by the school specifically for the individual applicant's projected degree completion plan.)

_____ (Signature of nursing school agent)	_____ (Signature of student)
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Chapter 13
MEDICAL SERVICE CORPS INSERVICE PROCUREMENT (MSC IPP) PROGRAM

1. References

- (a) SECNAVINST 1920.6B (NOTAL)
- (b) OPNAVINST 6110.1E
- (c) MILPERSMAN 1100-010

2. Program Information

a. The Medical Service Corps Inservice Procurement Program, for Health Care Administration (HCA) and Physician Assistant (PA), provides a pathway to an officer commission for career motivated active duty enlisted personnel who meet the eligibility criteria for HCA or PA, references (a) through (c).

b. Candidates for this program must possess a qualifying degree for HCA, or as described in paragraph 4. Selectees with qualifying degrees will receive direct appointments to the Medical Service Corps, in a paygrade commensurate with education level and degree concentration. Candidates for PA must have 60 college credits applicable towards completion of the PA program under military cognizance via attendance of two military PA schools (Phases I and II) as described in paragraph 5. Upon graduation from the PA Program, PA selectees will receive appointments as Ensign (O-1E), Medical Service Corps.

c. The conversion of Chief Warrant Officer Physician Assistants to Medical Service Corps Physician Assistants will be handled on a case by case basis. Applicants are urged to contact Commander, Navy Personnel Command (PERS-911) at (901) 874-4491 for guidance and processing of packages. Further information can be obtained by contacting the Medical Service Corps Officer Community Manager Code (PERS-N131M3) at (703) 693-2327.

3. Basic Eligibility Requirements for the Active Duty Health Care Administration Medical Service Corps In-service Procurement Program

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- a. U.S. citizenship is required and cannot be waived.
- b. Age requirement. Applicants must not have reached their 35th birthday by time of initial appointment and commissioning. Not waivable.
- c. Moral character and conduct. Applicants must be of good moral character and have no courts-martial conviction or civilian felony conviction, have no record of disciplinary action under Article 15, Uniform Code of Military Justice, or conviction by civil court for misdemeanors (except minor traffic violations) during the three years preceding application for the program. Any substantiated drug use or alcohol abuse will result in disqualification.
- d. Applicant must be a member of the Regular Navy or Naval Reserve, Marine Corps, or Marine Corps Reserve on active duty, including Training and Administration of the Reserve (TAR), serving in any rating or Military Occupational Speciality (MOS), in paygrades E-5 through E-9 at the time of application (paygrade is not waivable). Reservists on Temporary Active Duty for Special Work (ADSW), One Year Recall, and Canvasser Recruiters are not eligible for this program.
- e. Meet physical standards for commissioning in the Staff Corps. Meet physical fitness and height and weight or body fat percentage at the time of application and appointment.
- f. The Personnel Security Questionnaire (SF 86) is required for all applicants who do not possess a current Entrance National Agency Check (ENTNAC) or a National Agency Check (NAC). The Command Security Manager should assist applicants in determining whether the appropriate agency check is on file with DONCAF. Applicants who do not have either a valid ENTNAC or NAC must include a completed SF 86 with the Officer Programs Application.
- g. Recommended by their commanding officer.

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4. Specific Eligibility Requirements for the Health Care Administration IPP Program

a. Specific HCA education requirements

(1) Minimum education requirement is a qualifying degree for Health Care Administration in business/healthcare administration or a management-related discipline. Applicants must have a 2.5 or better grade point average on a 4.0 scale. Acceptable fields of study are as follows:

(a) Health Care Administration/Management areas, including Health Care Administration, Health Services Administration or Management, Hospital Administration, and Public Health Administration.

(b) Business/Management disciplines, including Accounting, Business Economics and Policy, Finance, Information Systems Management, Logistics, Materials Management, and Public Administration.

(c) Degrees in Health Sciences or Technology- related areas are not acceptable as the basic qualifying degree for appointment in the HCA section of the MSC.

(2) All graduate degree applicants must submit verified GMAT or GRE scores with their application.

(3) It is highly recommended that applicants desiring consideration for graduate level training have an acceptance letter to a full-time graduate degree program with a healthcare concentration, accredited by the Accrediting Commission on Education for Health Services Administration (ACEHSA), American Assembly of Collegiate Schools of Business (AACSB) or Council on Education of Public Health (CEPH).

(4) With a qualifying master degree, entry grade credit for education of up to 24 months may be awarded. Acceptable fields of study are as follows: Health Care Administration, Health Services Administration, Hospital Administration, Public Health Administration with an emphasis in Health Care Administration and Business Administration with an emphasis in Health Care

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Administration. Acceptable masters programs should be accredited by the Accrediting Commission on Education for Health Services Administration (ACEHSA), American Assembly of Collegiate Schools of Business (AACSB) or Council on Education on Public Health (CEPH) as full-time programs.

5. Specific Eligibility Requirements for the Active Duty Physician Assistant IPP Program

a. Age. Be able to be commissioned prior to reaching the 35th birthday. Applicants for PA must not have reached their 33rd birthday by 30 September following the board (nine months later), in order to permit completion of their two-year PA school program. Selection criteria of the Inservice Procurement Program includes the ability of candidates to complete any educational requirements within these constraints in order to comply with age guidelines.

b. Education

(1) Have a high school diploma or equivalency certificate.

(2) Have completed a minimum of 60 semester hours of transferable college credit with a minimum GPA of 2.5 on a 4.0 scale.

(a) Thirty semester hours must be residence training or distance learning courses and must include 6 semester hours of English Composition, 6 semester hours of Chemistry, 6 semester hours of Anatomy and Physiology, 6 semester hours of Humanities and Social Sciences, 3 semester hours of Psychology, and 3 semester hours of Algebra.

(b) Thirty semester hours of Didactic course work in the Biological and Physical Sciences. Successful completion of advance Hospital Corps (IDT) School will satisfy this 30-hour requirement; however, additional course work in Chemistry is highly recommended.

(3) All transfer credit must have been completed with a minimum grade of C (2.0) or better.

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(4) Credit may be awarded for non-traditional classroom or clinical experience. Credit from service schools must be submitted on an official form DD 295 (Application for the Evaluation of Learning Experiences During Military Service).

(5) Credit for CLEP is possible; however, the CLEP general examinations in Mathematics and English will not be accepted and will not fulfill the program credit requirements for these courses.

(6) The university providing academic jurisdiction over the PA training program and Naval School of Health Sciences (NSHS) will review the academic record upon receipt by Commander, Navy Personnel Command (PERS-811) and prior to submission to the selection board. The review is to ensure applicant's academic course work is acceptable and sufficient to be eligible for receipt of a baccalaureate degree upon completion of the PA training program.

6. Application Submission Procedures and Deadlines.
Application Procedures.

a. Applicants must fill out the Officer Programs Application form contained in Chapter 2 of this manual following the guidance provided, and submit it via their chain of command to the Commander, Navy Personnel Command (PERS-811D).

b. Applicants must forward a letter to their respective detailer or assignment officer of their intent to apply for a commission in the MSC IPP Program. (See Transfer Policy, paragraph 8d.)

c. Completed applications must be forwarded to Commander, Naval Personnel Command in accordance with annual guidance provided via an ALNAV message.

7. Information and Guidance for Commanding Officers. Upon receipt of an application the commanding officer will:

a. Appoint and convene a board of three officers in the grade of lieutenant or above, to include one or more MSC

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officers, when available, to interview and evaluate each enlisted applicant. Each board member shall complete a NAVCRUIT 1100/13 (Rev. 3-81), Interviewer's Appraisal Sheet, indicating the members who have demonstrated continued superior performance with the potential and motivation for successfully serving as a MSC officer with the academic ability to complete a demanding college curriculum if necessary. In the event that a board cannot be convened, individual interviews can be conducted by three qualifying board members. The commanding officer's endorsement shall contain:

(1) A typewritten signed copy of each board member's Interviewer Appraisal Sheet (with date of interview), as enclosures for each enlisted applicant.

(2) A statement addressing any physical waivers requested by the applicant.

(3) A statement indicating whether the applicant is serving on full duty without limitation.

(4) A statement indicating the applicant's successful completion of the Physical Readiness Test (PRT).

(5) A specific recommendation for the IPP.

b. Provide a recommendation using the Commanding Officer's Recommendation form included in the Officer Programs Application. Ensure that the applicant meets all eligibility criteria and identify and make recommendations in cases where waivers are required.

c. Forward applications to:

Commander, Navy Personnel Command (PERS-811D)
5720 Integrity Drive
Millington, TN 38055-8110

8. Information and Guidance for Applicant Interviews

a. A minimum of three officers interviews are required. Use the Interviewer's Appraisal Sheet (NAVCRUIT 1100/13), provided in (Chapter 2), Officer Programs Application.

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b. Interviews can be conducted separately or simultaneously by a panel of officers. The officer(s) conducting the interviews should be in paygrades 0-3 and above if possible, and only one of the interviewing officers can be in the applicant's immediate chain of command. At least one interviewer should be in the designator for which the applicant is applying.

9. Medical Examination Information

a. Applicants are required to complete a full physical within 18 months of applying for the program. Include the Report of Physical Examination (SF 88) and the Report of Medical History (SF 93) with the application. The following must be included with the Physical Examination document:

(1) Results of a current chest x-ray if there is a history of pulmonary disease or of smoking.

(2) Results of a current EKG.

(3) Height and weight or a determination of body fat percentage if member exceeds height/weight.

(4) All female applicants must have Papanicolaou's Stain (PAP) and Human Chronic Gonadotropin (HCG) tests results documented.

(5) Results of most recent HIV test. Record of HIV test results must be included with the Physical Examination document.

10. Administrative Information

a. Change of address. Applicants must notify the Commander, Navy Personnel Command (PERS-811) in writing of any change in mailing address.

b. Service Obligation

(1) Selectees must have sufficient service obligation to serve three years on active duty or in a drill status as appropriate. Selectees entering a training program will incur an obligation of three years for the

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First year or any part of the first year of training, and six months for each additional six months or any part of six months of additional training. Selectees having less than the required minimum time remaining are authorized to extend their enlistments up to 12 months utilizing NAVPERS 1070/621 or NAVPERS 1070/622. The reason for extension of enlistment should state "Training (Health Care Administration IPP, MSC or Physician Assistant IPP, MSC)" as appropriate. The following statement of understanding should be included with the reason for extension of enlistment: "I understand that upon selection for the HCA IPP or PA IPP (as appropriate), this agreement becomes binding and may not thereafter be canceled except as provided by the MILPERSMAN." Voluntary extensions are not authorized if the aggregate of all extensions during the current enlistment exceeds 48 months. In these cases, the individual must reenlist. Orders will be issued contingent upon extension of enlistment when applicant does not have the required amount of obligated service before transfer. The Commander, Navy Personnel Command (PERS-811) should be notified immediately if an applicant who receives orders does not desire to extend his/her enlistment in order to qualify.

(2) An Enlisted Navy Career Options for Reenlistment (ENCORE) quota is not a requirement for officer accession programs. Selectees to officer accession programs do not need to request ENCORE reenlistment or extension quotas in order to acquire the necessary obligated service for those programs.

(3) If disenrolled from the HCA IPP or PA IPP programs, or if officers disenroll from Officer Indoctrination School or decline to accept an appointment as a commissioned officer, they will remain in their enlisted rate in the Navy or Naval Reserve and be made available for general assignment. Disenrolled members will be required to serve the time remaining on their current obligation.

(4) Selectees will be required to reimburse the United States for costs of education if selectee fails to complete the service obligation.

(5) Upon initial appointment, officers are required to serve a minimum period of service of three years of

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active duty service and any additional time specified from training program requirements.

c. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to transfer from present duty station. A selectee wishing to withdraw should decline transfer orders and notify the Commander, Navy Personnel Command (PERS-811) (see paragraph 9 for address and phone number).

(2) Should there be a marked drop in the overall performance of the selectee or violations against the UCMJ prior to the selectee's transfer, the commanding officer shall immediately inform the Commander, Navy Personnel Command (PERS-811) and make a recommendation if the situation warrants revoking his/her selection for the program.

d. Transfer Policy

(1) Applicants for HCA or PA IPP programs receiving Permanent Change of Station orders for execution subsequent to applying for this program will not be transferred until officially notified of selection or non-selection. If a transfer directive is received, the commanding officer shall notify the orders originating authority that the individual has applied for selection for the HCA IPP or PA IPP program and that orders are being held in abeyance until notification of selection or non-selection. If the applicant is selected, the commanding officer will notify the order originator that the individual has been selected, accepted the commission and that orders should be canceled. If the applicant is not selected, the command will transfer the individual and notify the orders originator that the orders have been executed.

11. Inquiries

a. Information and questions concerning MSC-IPP should be addressed to:

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Office of Deputy Chief of Naval Operations (M&P)
Officer Plans & Policy Branch (N131M3)
Bureau of Naval Personnel
2 Navy Annex, Washington DC 20370
(703) 693-2327/DSN 223
Email: N131M3@bupers.navy.mil

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Chapter 14

LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO) PROGRAMS

1. References

- a. OPNAVINST 1160.6A
- b. OPNAVINST 1160.7B

2. Definitions

a. Active duty - members of the U.S. Navy and Naval Reserve on continuous active duty, including Training and Administration of the Reserve (TAR) and General Recall personnel.

b. Inactive duty - members of the U.S. Naval Reserve Ready Reserve assigned to a drilling unit (pay or non-pay), including members on ADT, AT, ADSW, OYR, PSRC, and CANREC.

3. Program Information

a. The Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Programs provide commissioning opportunities to qualified senior enlisted personnel (and Chief Warrant Officers). Chief Petty Officers (E7 through E9), E6 personnel who are selection board eligible for E7, and Chief Warrant Officers (applying for LTJG) may qualify for these programs. The LDO and CWO Programs are open to both active duty and Selected Reserve (SELRES) personnel. Qualified personnel may apply for both LDO and CWO simultaneously. A baccalaureate degree is not required; however, it is strongly encouraged.

(1) Active duty personnel apply under the Active Duty LDO/CWO Program to Commander, Navy Personnel Command (PERS-811D) via their commanding officer.

(2) Inactive duty personnel apply under the Inactive Duty LDO/CWO Program to Commander, Navy Personnel Command (PERS-92D) via their unit commanding officer.

b. LDOs are technically oriented officers who perform duties limited to specific occupational fields and require strong

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managerial skills. CWOs are technical specialists who perform duties requiring extensive knowledge and skills of a specific occupational field at a level beyond what is normally expected of a Master Chief Petty Officer.

4. Applicability. The LDO/CWO programs apply to CWO and senior enlisted personnel in the following categories:

a. Active duty enlisted personnel may seek appointment to commissioned officer status via the Active Duty LDO/CWO Program. TAR personnel and Naval Reservists on General Recall who are selected under the Active Duty LDO/CWO Programs will receive appointments in the U.S. Navy. These personnel will be honorably discharged from their enlistment in the Naval Reserve and concurrently reenlist in the Regular Navy before being appointed as a temporary LDO.

b. Active duty CWOs may also seek appointment to LDO via the Active Duty LDO Program.

c. Fleet Reserve personnel on active duty must reenlist in the Regular Navy to become eligible to apply for the Active Duty CWO Program. Authority to reenlist Fleet Reserve personnel on active duty must be requested from Commander, Navy Personnel Command (PERS-812).

d. Students enrolled in other officer accession programs are not eligible to apply for appointment under the LDO/CWO Programs. If selected for a commission under the LDO/CWO Programs, individuals will not be eligible to apply for other commissioning programs unless a formal declination has been filed with Commander, Navy Personnel Command (PERS-811D or PERS-92D, as appropriate).

e. Selected Reservists on Active Duty for Special Work (ADSW), One Year Recall (OYR), Presidential Selected Reserve Call-up (PSRC), or Canvasser Recruiter (CANREC) duty, may seek appointment to LDO or CWO via the Inactive Duty LDO or CWO Programs. If selected, they will have their active duty status terminated and will receive permanent appointments in the Naval Reserve.

(1) Selected Reservists selected for an Inactive Duty

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LDO or CWO appointment assigned to Presidential Selected Reserve Call-up (PSRC) must have gaining command or theater commander re-validation of their assignments based on the newly commissioned grade. If this validation is approved, they will remain on active duty. If assignment in their newly commissioned status cannot be validated, their active duty status will be terminated.

(2) Naval Reserve Canvasser Recruiters appointed to LDO or CWO via the Inactive Duty LDO/CWO Programs will have their active duty status terminated and receive permanent appointments in the Naval Reserve.

5. Eligibility Requirements common to both Active Duty and Inactive Duty LDO and CWO Programs

a. Service requirement:

(1) Active duty applicants must be serving on active duty at the time application is made, and if selected they must remain on active duty until the appointment is tendered.

(2) Inactive duty applicants must have been serving in a drilling unit (pay or non-pay) of the Ready Reserve for at least 1 year at the time application is made, and if selected, they must remain in a drill status until the appointment is tendered. Members who were serving under Regular Navy or TAR enlistments, and who enlist in the Ready Reserve with assignment to a drilling unit (pay or non-pay) within 90 days following release from active duty do not need to complete the prescribed one-year time period in a drilling unit.

b. U.S. citizenship is required and cannot be waived.

c. Must be of good moral character and have no courts-martial conviction or civilian felony conviction in the past three years as of 1 October of the year application is made.

d. Must have no record of disciplinary action under Article 15, Uniform Code of Military Justice, or conviction by a civil court for misdemeanors (except minor traffic violations) in the past three years as of 1 October of the year application is made. Any substantiated drug or alcohol abuse will result in disqualification.

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e. Must be a high school graduate or possess an equivalency certificate.

f. Must be physically qualified for appointment per the physical standards outlined in the Manual of the Medical Department, Chapter 15 and meet the minimum physical fitness standards.

g. Must not exceed High Year Tenure (HYT) requirements outlined in reference (b).

h. Personnel in LIMDU/HUMS (Active Duty) or Not Physically Qualified/Temporarily Not Physically Qualified (NPQ/TNPQ) Status (Inactive Duty).

(1) Active duty personnel serving in Humanitarian/ Hardship (HUMS) or Limited Duty (LIMDU) assignments will not be permitted to accept their commission until the special situation is completely resolved. In the event an individual is assigned to HUMS or LIMDU on the effective date of commissioning, the commanding officer will hold the appointment in abeyance and notify PERS-811D by message or official correspondence of the circumstances. If the HUMS or LIMDU situation is not resolved within 60 days of commissioning date, the commanding officer will request further instructions from PERS-811D.

(2) Inactive duty personnel serving in Not Physically Qualified (NPQ) or Temporarily Not Physically Qualified (TNPQ) status will not be permitted to accept their commission until their status is completely resolved. In the event an individual is assigned to NPQ or TNPQ status on the effective date of commissioning, the unit commanding officer will hold the appointment in abeyance and notify PERS-92D by message or official correspondence of the circumstances. If the NPQ or TNPQ status is not resolved within 60 days of commissioning date, the unit commanding officer will request further instructions from PERS-92D.

i. Service with the Army, Air Force, Marine Corps, and/or Coast Guard may be credited to meet the minimal service requirement when it can be clearly documented, by the applicant, that service in another branch provided the requisite training, knowledge, and expertise that directly relates to and parallels

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the needs and requirements of the naval service. If applicable, comments regarding experience gained in another branch of service, to include relation of the experience with the Navy's needs and requirements should be included in the applicant's personal statement of the Officer Programs Application. The commanding officer will attest to such qualifications in his/her endorsing statement.

j. Favorably recommended by their commanding officer. (Inactive duty applicants must be favorably recommended by their unit commanding officer).

k. Must meet color perception requirements. Defective color perception is disqualifying for appointment in the following designators:

<u>LDO</u>	<u>CWO</u>
611x; 612x; 615x; 616x; 711x; 712x; 715x; 716x;	
619x; 621x; 626x; 629x;	719x; 721x; 726x; 736x;
636x; 639x; 640x; 647x; 740x; 748x	
648x	

6. Enlisted eligibility requirements for the active duty and inactive duty LDO Program. In addition to the eligibility requirements listed in paragraph 5, LDO applicants must also meet the following requirements:

a. Be serving as a Petty Officer First Class (E6) or Chief Petty Officer (E7 through E8). An E6 must have served in that capacity for at least one year as of 1 October of the year application is made. Such service shall be computed from the time-in-rate (TIR) date for an E6. If broken service is involved, a PO1 must have served a total of at least one-year as an E6 as of 1 October of the year application is made.

b. E6 applicants must complete all eligibility requirements for E7 (except TIR) and must successfully compete in the annual Navy-wide examination for advancement to Chief Petty Officer, receiving a final multiple equal to, or greater than, the minimum final multiple for E7 selection board eligibility. E6 applicants must forward a copy of their most current examination profile sheet with their application. An E6 is exempt from the requirements of this subparagraph when notification has been

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received by the commanding officer that the individual is a selectee for Chief Petty Officer or that advancement to Chief Petty Officer has been authorized.

c. Active duty Time-in-Service (TIS) and inactive duty Total Qualifying Federal Service (TQFS) requirements:

(1) Active duty personnel (E6 and above) must have completed at least eight, but not more than 16 years of active naval service (E6 personnel 8 to 15 years) (day-for-day) exclusive of Active Duty for Training (ADT) in the Naval, Marine Corps, or Coast Guard Reserve as of 1 October of the year application is made.

(2) Inactive duty personnel (E6 and above) must have completed at least eight, but not more than 16 years of total qualifying federal service (E6 personnel 8 to 15 years) as of 1 October of the year application is made. Total qualifying federal service for the purpose of this instruction is defined in Title 10, U.S.C., Section 12732 as time served with a component of the naval service. In computing the qualifying service eligibility requirement for Ready Reservists, constructive time cannot be credited.

(3) Both active duty and inactive duty Chief Petty Officers and Senior Chief Petty Officers with not more than 16 years of active duty or total qualifying federal service respectively may apply for both the LDO and CWO programs in the same application, but only one designator for each program may be requested.

d. CWO eligibility for the Active Duty and Inactive Duty (LTJG) LDO Program.

(1) Be serving as a Chief Warrant Officer.

(2) If applying for LDO (LTJG), CWOs must have completed at least one year of service as a CWO as of 1 October of the year application is made. Such service shall be computed from the initial date of rank as a CWO. Applicants are ineligible to apply if they are in a one-time failure to select (1xfos) status as a CWO as of the convening date of the boards.

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7. Enlisted Eligibility Requirements for the Active Duty and Inactive Duty CWO Program. In addition to the eligibility requirements listed in paragraph 5, CWO applicants must also meet the following requirements:

a. Be a Chief Petty Officer (E7 through E9), including E6 personnel selected for advancement to E7, and serving on active duty or as a member of the Ready Reserve in a drilling unit (pay or non-pay) for inactive duty applicants. PO1 applicants must forward a copy of their most current examination profile sheet with their application form.

b. Active TIS and inactive duty TQFS requirements:

(1) Active duty personnel must have completed at least 12, but not more than 24 years of active naval service (day-for-day) exclusive of Active Duty for Training (ADT) in the Naval, Marine Corps, or Coast Guard Reserve as of 1 October of the year application is made.

(2) Inactive duty personnel must have completed at least 12, but not more than 24 years of total qualifying federal service as of 1 October of the year application is made. Total qualifying federal service for the purpose of this instruction is defined in Title 10, U.S.C., Section 12732 as time served with a component of the naval service. In computing the qualifying service eligibility requirement for Ready Reservists, constructive time cannot be credited.

c. Personnel in paygrade E9, who have completed at least two years of service in paygrade E9 as of 1 October of the year in which the board convenes, may apply for appointment to CW03. Such service shall be computed from the TIR date for advancement to Master Chief Petty Officer.

8. Application Submission Procedures and Deadlines. Application Procedures.

a. Active and inactive duty

(1) Applicants must fill out the Officer Programs Application form and submit it via their chain of command.

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Commander, Navy Personnel Command must receive applications as follows:

(a) Active duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-811D) and postmarked not later than 1 August of the year in which application is made. Addenda, in standard naval letter format, must be forwarded (via your Commanding Officer) and be received no later than 1 January (the year the board is held).

(b) Inactive duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-92D) postmarked not later than 1 December of the year in which application is made. Addenda, in standard naval letter format, must be forwarded (via your Commanding Officer) and be received no later than 1 April (the year the board is held).

(2) Selection board convening dates

(a) The active duty selection board will convene at Navy Personnel Command annually in January to consider applicants for the active duty LDO/CWO Programs.

(b) The inactive duty selection board will convene at Navy Personnel Command annually in May to consider applicants for the inactive duty LDO/CWO Programs.

b. LDO/CWO designators and categories. LDO and CWO designators are designed to provide positive identification of surface, submarine, and aviation warfare; general series; and staff corps associated personnel, and to identify a broad occupational field or technical area. The following describes the different classifications within designators and their associated warfare, general series, or staff corps fields:

(1) LDOs (61XX) or CWOs (71XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of naval **surface warfare**.

(2) LDOs (62XX) or CWOs (72XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of naval **submarine warfare**.

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(3) LDOs (63XX) or CWOs (73XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of naval **aviation warfare**.

(4) LDOs (64XX) or CWOs (74XX) are officers designated for duty indicated by their specialty in the operations, maintenance, training, or support of **all other elements of naval warfare**.

(5) LDOs (65XX) or CWOs (75XX) are officers designated for duty within the respective **staff corps** of the Navy indicated by their specialty.

c. Designator Application. (See pages 14-17 through 14-19 of this chapter for Normal Path to a commission)

(1) Surface and submarine warfare communities require LDOs and CWOs with the same or similar occupational qualifications. Candidates need not possess a particular warfare qualification to apply for an LDO/CWO designator in that particular community. Obviously, not every enlisted rating is competitively qualified for designations within different warfare communities, and application should not be made for an inappropriate category, e.g., a Gunners Mate Guns (GMG) should not normally apply for 726X, Ordnance Technician (submarine), but rather should apply for 716X, Ordnance Technician (surface).

(2) Eligible candidates may apply for up to two designators which may be in different occupational fields e.g., Ordnance Technician (716X) and Electronics Technician (718X); the same occupational field, but different warfare communities e.g., Ordnance Technician (Surface 716X) and Ordnance Technician (Submarine 726X); or a combination of the two e.g., Ordnance Technician (Submarine 726X) and Electronics Technician (Surface 718X). A candidate may not apply for dual designators as a first and second choice e.g., first choice 718X/728X, second choice, 716X/726X. Applications submitted with dual designators will be returned for the candidate to resubmit in compliance with the above designator restrictions. If a candidate feels qualified to compete in only one designator, only that designator should be requested. Eligible candidates requesting consideration for both LDO and CWO may apply for only one designator under each program. Candidates may apply for any designator they are qualified to perform.

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(3) CWOs in the Nuclear Occupational Field and nuclear-trained enlisted personnel may apply only for LDO or CWO in the nuclear field 640X or 740X.

(4) LDO Administration (641X) and CWO Ship's Clerk (741X) selectees who are enlisted submarine-qualified, will be detailed primarily to billets (coded SV1) in direct support of submarine warfare.

(5) Applicants for CWO who are qualified in the performance of diving and desire to remain in diving-related billets may apply for the CWO Diving Designator 720X. Selectees will be detailed to surface and submarine-related diving billets.

(6) If selected for LDO or CWO, any request for change of designator will not normally be approved until the initial obligation of 3 years as an LDO or CWO has been served.

(7) Selected Reservists are often uniquely qualified by education and/or civilian occupation to apply for designators outside the normal career path of their current rating. Selected Reservists who are in this category are encouraged to apply for designator(s) that closely align with either their civilian and/or military occupational specialty(ies).

9. Active Duty LDO Appointment and Service Obligation. Selectees will be appointed as LDOs only if they continue to meet all eligibility standards as specified previously. Appointments to LDO will be made in the grades as indicated below:

a. CWOs selected for LDO will be appointed in the temporary grade of LTJG (02E) in the U.S. Navy.

b. Enlisted personnel selected for LDO will be appointed in the temporary grade of ENS (01E) in the U.S. Navy. TAR and Naval Reservists on active duty must reenlist USN prior to accepting appointment.

c. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by CNO (N131)/PERS-811. All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

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d. Each selectee must agree to remain on active duty as an LDO for a period of three years from the date of acceptance of appointment and may be required to transfer from current duty location.

e. If, before an appointment is effected, information is received which may render a selectee no longer qualified for appointment (e.g., NJP, failure to meet physical fitness standards, civil conviction, alcohol abuse, drug use, loss of confidence in the member's abilities as demonstrated by poor performance of duty, and/or removal of the commanding officer's recommendation, etc.), such information will be forwarded to PERS-811 immediately. This information is required to be routed via the selectee for comment, with a request that the selectee's appointment either be, (1) effected, (2) delayed, or (3) rescinded. Justification must be included with the request for disposition of appointment.

10. Active Duty CWO Appointment and Service Obligation. Selectees will be appointed as CWO only if they continue to meet all eligibility standards as specified previously. Appointments to CWO will be made in the grades as indicated below:

a. The appointment of each selectee will be to the permanent grade of CW02, except those selectees serving in paygrade E-9, who have completed two years time-in-grade, will be appointed to CW03 in the U.S. Navy. TARs and Naval Reservists on active duty must reenlist USN prior to accepting the appointment. Appointees will be honorably discharged from their enlisted status for convenience of the government to accept a permanent appointment to officer grade.

b. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by CNO (N131)/PERS-811. All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

c. Each selectee must agree to remain on active duty for a period of three years from the date of acceptance of appointment and may be required to transfer from current duty location.

d. If, before an appointment is effected, information is received which may render a selectee no longer qualified for

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an appointment (e.g., NJP, failure to meet physical fitness standards, civil conviction, alcohol abuse, drug use, loss of confidence in the member's abilities as demonstrated by poor performance of duty, and/or removal of the commanding officer's recommendation, etc.), such information will be forwarded to PERS-811 immediately. This information is required to be routed via the selectee for comment, with a request that the selectee's appointment either be, (1) effected, (2) delayed, or (3) rescinded. Justification must be included with the request for disposition of appointment.

11. Inactive Duty LDO/CWO Appointment and Service Obligation.

Selectees will be appointed as LDOs only if they continue to meet all eligibility standards as specified previously. Appointments to LDO will be made in the grades as indicated below:

a. Canvasser Recruiters and members on active duty (ADSW or one-year recall) will be released from active duty and issued a permanent appointment in the Naval Reserve.

b. Naval Reservists who are assigned to Presidential Selected Reserve Call-up (PSRC) may seek appointment to LDO/CWO via the Inactive Duty LDO/CWO Program. Naval Reservists who are selected under the Inactive Duty LDO/CWO Programs must have gaining command or theater commander re-validation of their assignment based on the commissioned grade. If their assignment in their newly commissioned grade cannot be validated, their active duty status will be terminated. In any case, they will receive permanent appointments in the Naval Reserve.

c. Each selectee will be assigned a date of rank in the grade to which appointed as prescribed by PERS-92D. All original appointments become effective for pay purposes upon acceptance, but not earlier than the date of rank assigned.

d. Selectees must continue serving in the Ready Reserve until the appointment is tendered. Upon acceptance, each selectee must agree to remain in the Ready Reserve for a period of three years from the date of acceptance of appointment.

e. If, before an appointment is effected, information is received which may render a selectee no longer qualified for appointment (e.g., NJP, failure to meet physical fitness standards, civil conviction, alcohol abuse, drug use, loss of

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confidence in the member's abilities as demonstrated by poor performance of duty, and/or removal of the commanding officer's recommendation, etc.), such information will be forwarded to PERS-92D immediately. This information is required to be routed via the selectee for comment, with a request that the selectee's appointment either be, (1) effected, (2) delayed, or (3) rescinded. Justification must be included with the request for disposition of appointment.

f. Appointments to LDO will be made in the grades as indicated:

(1) CWO's selected for LDO will be appointed in the permanent grade of LTJG (02) in the Naval Reserve. CWOs selected for LDO with more than four years of active duty service will be appointed in the permanent grade of LTJG (02E).

(2) Enlisted personnel selected for LDO will be appointed in the permanent grade of Ensign (01) in the Naval Reserve. Enlisted personnel selected for LDO with more than four years of active duty service will be appointed in the permanent grade of Ensign (01E).

(3) Appointees will be honorably discharged from their enlisted status for the convenience of the government to accept permanent appointment to officer grade.

g. Appointments to CWO will be made in the grades as indicated:

(1) Selectees will be appointed to permanent grade of CWO2 in the Naval Reserve, except that selectees serving in pay grade E-9, who have completed two years time-in-grade as of 1 October of the year in which the board convenes, will be appointed to CWO3.

(2) Appointees will be honorably discharged from their enlisted status for the convenience of the government to accept permanent appointment to officer grade.

(3) Canvasser Recruiters and members on active duty (ADSW or one-year recall) will be released from active duty and issued a permanent appointment in the Naval Reserve.

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12. Information and Guidance for Active Duty and Inactive Duty Commanding Officers. Upon receipt of an application the commanding officer will:

a. Appoint a panel of commissioned officers to interview the applicant and review applicant's qualifications for the program.

b. Provide a recommendation using the Commanding Officer's Recommendation form included in the Officer Programs Application ensuring the applicant meets all eligibility criteria. Identify and make recommendations in cases where waivers are required.

c. Commanding officer's endorsement should include information concerning the members military and professional performance, degree and scope of technical competence and supervisory ability in present rating, potential to perform as a commissioned officer and ability to accomplish officer technical management and specialist functions of the program(s) and category(ies) requested.

d. Only those individuals who have clearly demonstrated sustained superior performance, outstanding leadership abilities, and the potential to serve as commissioned officers should be recommended for these programs. A candidate must receive a favorable endorsement from the Commanding Officer (unit CO for SELRES personnel) to be eligible to apply for these programs.

e. If a Commanding Officer feels an individual is not qualified for LDO/CWO, the package should not be forwarded. Individuals not receiving a favorable endorsement are to be counseled on what they need to do to improve their records to ultimately receive a favorable endorsement.

f. If the applicant is transferred prior to submitting the application, a letter of recommendation from the applicant's last commanding officer will be forwarded to the new commanding officer for inclusion with the application when submitted.

g. Forward applications (in specified postal format below, all CAPS, no punctuation except a hyphen in the zip code) to:

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Active duty:

COMMANDER
NAVY PERSONNEL COMMAND (PERS-811D)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-8110

Inactive duty:

COMMANDER
NAVY PERSONNEL COMMAND (PERS-92D)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-9200

13. Information and Guidance for Applicant Interviews

a. A board consisting of at least three officers is required. Use the Interviewer's Appraisal Sheet (NAVCRUIT 1100/3), provided in Chapter 2, Officer Programs Application.

b. Interviews will be conducted by a panel of at least three officers. If this is not possible, interviews can be conducted separately. The senior member of the interview panel should be a Lieutenant Commander or above. The officer(s) conducting the interviews should be in paygrades 02E (02 for inactive duty)/CW02 (with two years TIG) and above. Every effort will be made to ensure at least one board member is an LDO or CWO, of the appropriate grade. The interviewing board should, whenever possible, be composed of officers who are not in the applicant's command or at least not directly in the chain of command.

14. Medical Examination Information

a. A Farnsworth Lantern (FALANT) test must be administered to determine color vision for specific designators listed in paragraph 6b. Defective color vision is disqualifying for those designators. No waivers will be considered.

15. Administrative Information

a. Change of address. Applicants must notify CNPC

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(PERS-811D), active duty programs, or PERS-92D, inactive duty programs, in writing of any change in mailing address.

b. Withdrawal of Application or Recommendation

(1) An applicant may withdraw from consideration any time prior to selection or acceptance of appointment. An applicant wishing to withdraw should notify CNP (PERS-811 for active duty or PERS-92D for inactive duty) of his/her desires by correspondence.

(2) A commanding officer shall immediately inform CNPC (PERS-811D/PERS-92D, as appropriate), and the applicant, if they remove his/her LDO or CWO application from the selection board.

c. Advancement in Rating. LDO and CWO selectees are ineligible for further enlisted advancement unless formal written declination is received in PERS-811 or PERS-92D, as appropriate, prior to the convening date of the enlisted advancement board. Active Duty Temporary LDOs may still be advanced after appointment under the provisions of paragraph 821 of the Manual of Advancement (BUPERSINST 1430.16D).

16. Inquiries. Information and questions concerning the LDO/CWO Programs should be addressed to:

Active duty programs:

COMMANDER
NAVY PERSONNEL COMMAND (PERS 811D)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-8110
(901) 874-3168/DSN 882
Email: p811d@persnet.navy.mil

Inactive duty programs:

COMMANDER
NAVY PERSONNEL COMMAND (PERS 92D)
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-8110
(901) 874-4515/DSN 882
Email: p92d@persnet.navy.mil

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17. List of Normal Path of Advancement for LDO/CWO**SURFACE/SUBMARINE**

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
BM/QM/SM/ET(14NM) Note 1	BOATSWAIN (711X/721X)	DECK (611X/621X)
OS/EW/STG	OPERATIONS TECHNICIAN (712X)	OPERATIONS (612X)
IC/EN/MM/GS/EM	ENGINEERING TECHNICIAN (713X/723X)	ENGINEERING/REPAIR (613X/623X)
ML/HT/DC/MR	REPAIR TECH (714X)	N/A
ANY RATING QUALIFIED IN NAVAL SPECIAL WARFARE	SPECIAL WARFARE TECHNICIAN (715X)	SPECIAL WARFARE (615X)
FC/GMG/GMM/GM/MN/FT/FT G/MT/TM/MM Note 2	ORDNANCE TECHNICIAN (716X/726X)	ORDNANCE (616X/626X)
ST/FTG/FC/FT/ET/ EW (NEC-17XX) Note 3	ELECTRONICS TECHNICIAN (718X/728X)	ELECTRONICS (618X/628X)
IT/ET(14CM) Note 4	COMMUNICATIONS TECHNICIAN (719X)	COMMUNICATIONS (619X/629X)
ANY RATING QUALIFIED AND DESIGNATED A MASTER, SATURATION, OR FIRST CLASS DIVER	DIVER (720X)	N/A

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AVIATION

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
ABE/ABF/ABH/AB	AVIATION BOATSWAIN (731X)	AVIATION DECK (631X)
AW	AVIATION OPERATIONS TECHNICIAN (732X)	AVIATION OPERATIOINS (632X)
AD/AME/AMH/AMS/AM/PR/AS/AZ/AF	AVIATION MAINTENANCE TECHNICIAN (734X)	AVIATION MAINTENANCE (633X)
AO	AVIATION ORDNANCE TECHNICIAN (736X)	AVIATION ORDNANCE (636X)
AV/AT/AE	AVIATION ELECTRONICS TECHNICIAN (738X)	AVIONICS (638X)
AC	N/A	AIR TRAFFIC CONTROL (639X)

STAFF

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
DK/SH/SK/AK/MS/PC	SUPPLY CORPS WARRANT (SC) (751X)	SUPPLY (651X)
MS	FOOD SERVICE WARRANT (SC) (752X)	N/A
BU/CE/CM/UT/UC/EA/EO SW/CU/EQ	CIVIL ENGINEER CORPS WARRANT (CEC) (753X)	CIVIL ENGINEER CORPS (CEC) (653X)
LN	N/A	LAW (655X)

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GENERAL SERIES

ENLISTED RATING	CWO CATEGORY/DESIGNATOR	LDO CATEGORY/DESIGNATOR
ANY RATING QUALIFIED IN NUCLEAR POWER	NUCLEAR POWER TECHNICIAN (740X)	NUCLEAR POWER (640X)
YN/PN/NC/RP	SHIP'S CLERK (741X)	ADMINISTRATION (641X)
IT/ET/IS Note 5	DATA PROCESSING TECHNICIAN (742X)	DATA PROCESSING (642X)
MU	N/A	BANDMASTER (643X)
CT/IS/EW Note 6	CRYPTOLOGIC TECHNICIAN (744X)	CRYPTOLOGY (644X)
IS	INTELLIGENCE TECHNICIAN (745X)	INTELLIGENCE (645X)
AG	N/A	METEOROLOGY/ OCEANOGRAPHY (646X)
PH/IS/JO	N/A	PHOTOGRAPHY (647X)
ANY RATING QUALIFIED IN EOD. CWO APPLICANTS MUST POSSESS NEC 5336 OR 5337. LDO APPLICANTS MUST POSSES NEC 5334, 5335, 5336 OR 5337	EXPLOSIVE ORDNANCE DISPOSAL TECHNICIAN (748X)	EXPLOSIVE ORDNANCE DISPOSAL (648X)
MA	SECURITY TECHNICIAN (749X)	SECURITY (649X)

Notes:

- 1 - ET (14NM) MUST HAVE QM TRAINING.
- 2 - MM (4232 AND 4233)
- 3 - ET(NM), ET (SM) AND ET (EM)
- 4 - IT AND ET(14CM) MUST HAVE COMMUNICATIONS EXPERIENCE. ET(14CM) MAY ONLY APPLY FOR 629X.
- 5 - ET/IS MUST HAVE ADP MAINTENANCE/DATA BASE EXPERIENCE.
- 6 - ONLY CT/IS/EW PERSONNEL MAY APPLY.

NCs MAY APPLY UNDER PREVIOUS RATING OR ANY DESIGNATOR FOR WHICH QUALIFIED.

NO PATH INTO 643X DESIGNATOR UNDER THE INACTIVE DUTY LDO PROGRAM.

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Appendix A

USNA NOMINATIONS

NAVAL ACADEMY NOMINATIONS - All applicants must obtain a nomination from an official source during the admissions process. Applicants should apply to all categories of nominations for which they qualify, listed below. Detailed nomination procedure and sample formats for each nomination category are provided in the Naval Academy catalog or on the Naval Academy's web page at www.usna.edu. Catalogs can be obtained by contacting the Naval Academy Admissions office:

U.S. Naval Academy
Admissions Office
117 Decatur Road
Annapolis, MD 21402
(410) 293-4361/DSN 281

1. Secretary of the Navy Nominations. Fleet applicants MUST apply for this type of nomination. The Secretary of the Navy may appoint 170 enlisted members of the Regular and Reserve Navy and Marine Corps to the Naval Academy each year. Reservists must be on active duty, or must be members of a drilling unit of the Reserve, be recommended by their commanding officer, and have maintained efficiency in drill attendance with their Reserve unit. Midshipmen USNR of the Regular NROTC Program are not eligible for appointment under this quota. See sample letter included in nomination request letter format.

2. Standard Nomination. The majority of nominations for appointment to the Naval Academy are made by U.S. Senators and Representatives, the delegate from the District of Columbia and appropriate civil officials of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Northern Marinas Islands.

3. Presidential Nominations

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a. The President may appoint 100 midshipmen each year. These appointments are limited by law to children and adopted children of officers and enlisted personnel, Regular or Reserve, of the Army, Navy, Air Force, Marine Corps, or Coast Guard who either are on active duty (other than for training) and have served continuously on active duty for at least eight years, or are retired, or who died while they were retired with pay or granted retired or retainer pay, other than those granted retired pay under Title 10 U.S.C. Section 12731. Adopted children are eligible, but stepsons and stepdaughters are not eligible for nomination under this quota.

b. The President may have a maximum of 65 midshipmen attending the Naval Academy at any one time who are children of deceased or disabled veterans, or children of servicemen or civilians in a prisoner of war or missing in action status. Eligibility for nominations under this quota is limited to children of:

(1) Members of the Armed Forces of the United States who were killed in action or died of, or have a service-connected disability rated at not less than 100 percent resulting from, wounds or injuries received or diseases contracted in, or preexisting injury of disease aggravated by active service. The determination of the Veterans' Administration as to service connection of the cause of death or percentage of disability is binding upon the Secretary of the Navy.

(2) Service members who are currently prisoners of war or missing in action.

(3) Civilians who have been designated to be in a prisoner of war or missing in action status, and are currently in that status.

4. Vice Presidential Nominations. At any one time, five midshipmen may attend the Naval Academy based on a vice presidential nomination. Application deadline for a

nomination under this quota is 1 November of the year prior to admission.

5. U.S. Naval Academy Superintendent Nominations. The Superintendent of the Naval Academy may nominate for appointment each year, 50 persons from the country at large. Persons nominated under this paragraph may not displace any appointment authorized, and may not cause the total strength of midshipman at the Naval Academy to exceed the authorized number.

6. Children of Medal of Honor Awardees. The children of persons awarded the Medal of Honor may be appointed, provided they are qualified in all other respects.

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SAMPLE FORMAT FOR LETTER OF APPLICATION
(submit original and one copy)

Date

From: (Rate, full name, branch, social security number)

To: Superintendent, U.S. Naval Academy, ATTN:
Nominations and Appointment, 117 Decatur Road,
Annapolis, Maryland 21402

Via: Commanding Officer (Complete mailing address,
including zip code)

Subj: APPLICATION FOR SECRETARY OF THE NAVY NOMINATION TO
THE U.S. NAVAL ACADEMY/NAVAL ACADEMY PREPARATORY
SCHOOL

Ref: (a) OPNAVINST 1420.1

1. Per reference (a), I hereby request a Secretary of the Navy nomination under the (Regular/Reserve) category for appointment to the Naval Academy for the class which will enter in July of 20XX. The requirements for appointment to the Naval Academy by the Secretary of the Navy and Marine Corps Regular/Reserve Program has been fully explained to me and are understood. I am prepared to fulfill these requirements and hereby apply to compete for such an appointment.

2. I certify that I have read, understand and comply with the eligibility requirements in the areas of citizenship, age, moral character/conduct, marital status and dependents.

3. I (have/have not) previously been a candidate for any service academy. I (have/have not) previously attended a preparatory school sponsored by a military service.

(Signature)

Appendix B

NROTC Affiliated Universities by State

MECP Applicants: The college or university of choice must have an academic program which leads to a baccalaureate in nursing, be nationally accredited, and be within 50 miles of a naval activity to which the participant will be ordered.

List of NROTC/BOOST Host Universities by State

ALABAMA	*AUBURN UNIVERSITY	001
ARIZONA	*UNIVERSITY OF ARIZONA	062
CALIFORNIA	UNIVERSITY OF CALIFORNIA AT BERKELEY	002
	UNIVERSITY OF CALIFORNIA AT LOS ANGELES	003
	*UNIVERSITY OF SOUTHERN CALIFORNIA	045
	*UNIVERSITY OF SAN DIEGO	059
	SAN DIEGO STATE UNIVERSITY	059
COLORADO	*UNIVERSITY OF COLORADO	005
DISTRICT OF COLUMBIA	*GEORGE WASHINGTON UNIVERSITY	063
FLORIDA	*FLORIDA A&M UNIVERSITY	009
	*JACKSONVILLE UNIVERSITY	016
	*UNIVERSITY OF FLORIDA	008
GEORGIA	GEORGIA INSTITUTE OF TECHNOLOGY	010
	*SAVANNAH STATE COLLEGE	043
	MOREHOUSE COLLEGE	068
IDAHO	*UNIVERSITY OF IDAHO	012
ILLINOIS	*ILLINOIS INSTITUTE OF TECHNOLOGY	013
	NORTHWESTERN UNIVERSITY	031
	*UNIVERSITY OF ILLINOIS	014
INDIANA	*PURDUE UNIVERSITY	039
	*UNIVERSITY OF NOTRE DAME	032
IOWA	IOWA STATE UNIVERSITY	015
KANSAS	*UNIVERSITY OF KANSAS	017
LOUISIANA	*SOUTHERN UNIVERSITY AND A&M COLLEGE	046
	*TULANE UNIVERSITY	049

***Indicates schools with BSN program.**

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MAINE	*MAINE MARITIME ACADEMY	019
MASSACHUSETTS	BOSTON UNIVERSITY	061
	*COLLEGE OF THE HOLY CROSS	011
	MASSACHUSETTS INSTITUTE OF TECHNOLOGY	021
MICHIGAN	*UNIVERSITY OF MICHIGAN	023
MINNESOTA	UNIVERSITY OF MINNESOTA	024
MISSISSIPPI	UNIVERSITY OF MISSISSIPPI	025
MISSOURI	*UNIVERSITY OF MISSOURI	026
NEBRASKA	*UNIVERSITY OF NEBRASKA	027
NEW MEXICO	*UNIVERSITY OF NEW MEXICO	028
NEW YORK	CORNELL UNIVERSITY	006
	STATE UNIVERSITY OF NEW YORK	056
	BENSSELAER POLYTECHNIC INSTITUTE	040
	*UNIVERSITY OF ROCHESTER	042
NORTH CAROLINA	DUKE UNIVERSITY	007
	NORTH CAROLINA STATE UNIVERSITY	029
	UNIVERSITY OF NORTH CAROLINA	030
OHIO	*MIAMI UNIVERSITY	022
	*OHIO STATE UNIVERSITY	033
OKLAHOMA	UNIVERSITY OF OKLAHOMA	034
OREGON	OREGON STATE UNIVERSITY	035
PENNSYLVANIA	*CARNEGIE-MELLON UNIVERSITY	067
	*PENNSYLVANIA STATE UNIVERSITY	036
	*UNIVERSITY OF PENNSYLVANIA	037
	*VILLANOVA UNIVERSITY	052
SOUTH CAROLINA	THE CITADEL	004
	*UNIVERSITY OF SOUTH CAROLINA	044
TENNESSEE	*UNIVERSITY OF MEMPHIS	064
	*VANDERBILT UNIVERSITY	051
UTAH	UNIVERSITY OF UTAH	050

**Indicates schools with BSN program.*

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VERMONT	*NORWICH UNIVERSITY	065
VIRGINIA	*HAMPTON UNIVERSITY	018
	*NORFOLK STATE UNIVERSITY	069
	*OLD DOMINION UNIVERSITY	058
	*UNIVERSITY OF VIRGINIA	053
	VIRGINIA MILITARY INSTITUTE	057
	VIRGINIA POLYTECHNIC INSTITUTE	060
WASHINGTON	*UNIVERSITY OF WASHINGTON	054
WISCONSIN	*MARQUETTE UNIVERSITY	020
	*UNIVERSITY OF WISCONSIN	055

***Indicates schools with BSN program.**

Appendix C

COMPLETE THIS FORM USING BALL POINT OR INK PEN ONLY!

DRUG STATEMENT FOR NROTC APPLICATION

COMPLETE THE APPROPRIATE SECTIONS ON THIS FORM.

IMPORTANT! PROVIDING FALSE INFORMATION OR FAILURE TO DECLARE ANY DRUG INVOLVEMENT MAY RESULT IN YOUR ELIMINATION FROM SCHOLARSHIP COMPETITION.

DRUG STATEMENT FOR NROTC APPLICATION

1. Have you ever taken any narcotic, sedative, or tranquilizer drugs other than as prescribed by a physician or dentist?

YES NO

2. Have you ever used LSD, marijuana, sniffed glue or other hallucinogens, hypnotics, stimulants or other known harmful or habit-forming drugs and/or chemicals?

YES NO

If the answer to either of the above is "YES" set forth full circumstances below including approximate times, amounts taken and period over which taken; and complete #3.

a. Type of drug (or drugs) used:

b. Approximate number of times used:

c. Amounts taken:

d. Method by which taken:

e. Inclusive dates of use (be specific):

f. Were you convicted or arrested for the drug use admitted?

g. Circumstances under which the drug use occurred such as experimentation, peer pressure, etc.

Signature of Applicant

3. I fully recognize the negative influence of drug abuse and categorically reject the abuse of drugs both now and for the future.

Signature of Witnessing Officer

Signature of Applicant

Appendix D

Checklist for NROTC Scholarship Program Applicants

- ___ 1. Commanding Officer's Endorsement/Recommendation.
(Applicant's correct name, rate, SSN, specific recommendation,
original signature.)
- ___ 2. Officer Program Application. (Complete, legible,
correct name, rate, SSN, original signature.)
- ___ 3. Evaluations. (Copies of last three years observed
Evaluation Report & Counseling (NAVPERS 1616/26.) (If the most
recent evaluations are not observed, submit a special evaluation
recommending NROTC Selection.)
- ___ 4. High School Transcript or GED. (Provide copies of all
high school transcripts or GED Certificate and partial HS
Transcript.)
- ___ 5. College Transcripts. Provide copies of all colleges or
universities ever attended. Use form provided in the Officer
Programs Application.
- ___ 6. Award Citations. (Attach one copy of each award
citation.)
- ___ 7. Verification of Birth (age). (Attach a copy of your
birth certificate or Report of Birth (Form DD 372).) A service
record copy of your birth certificate is also acceptable.
- ___ 8. U.S. citizenship by birth or naturalization. (If
naturalized citizen, provide the requested information in block
6c of the Officer Programs Application Form OPNAV 1420/1.)
- ___ 9. Sailor Marine Ace Registry Transcript (SMART) (Attach
one copy of your transcript for service schools attended.)
- ___ 10. SAT/ACT. Provide a copy of test scores. Tests must be
taken on or after 1 January up to two years prior to application
submission.

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___ 11. Financial Statement. (Use form in the Officer Programs Application Form OPNAV 1420/1.)

___ 12. Degree Completion Plan (2-Year NROTC Program applicants only)

Appendix E

Checklist for BOOST Applicants

- ___ 1. Commanding Officer's Endorsement/Recommendation. (Applicant's correct name, rate, SSN, specific recommendation, original signature.)
- ___ 2. Officer Programs Application. (Complete, legible correct name, rate, SSN, original signature.)
- ___ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application.)
- ___ 4. Evaluations. (Copies of last three years observed Evaluation Report & Counseling (NAVPERS 1616/26).) If no observed evaluations exist, current command must complete one and submit.
- ___ 5. High School Transcript or GED. (Provide copies of all high school transcripts or GED Certificate and partial HS Transcript.)
- ___ 6. Award Citations. (Attach one copy of each award citation.)
- ___ 7. Verification of Birth (age). (Attach a copy of your birth certificate or Report of Birth (Form DD 372).) A service record copy of your birth certificate is also acceptable.
- ___ 8. Age - Must be less than 22 as of 30 June of the fiscal year of application. Waivers may be requested for up to 36 months.
- ___ 9. U.S. citizenship by birth or naturalization. (If naturalized citizen, provide the requested information in block 6c of the Officer Programs Application Form OPNAV 1420/1.)
- ___ 10. Sailor Marine Ace Registry Transcript (SMART). (Attach one copy of your transcript for service schools attended.)

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___11. Personal Motivation Statement. (Use form provided in the Officer Programs Application OPNAV 1420/1.)

___12. Documentation of the Command Medical Records Review and Interview (included in the Commanding Officer's endorsement).

___13. Testing Scores (SAT/ACT). Applicant may also have test results forwarded directly to CNET using release code 0013 for both SAT/ACT.

___14. College Transcript. (Provide copies for all colleges or university attended.)

___15. Financial Statement. (Use the form in the Officer Programs Application Form OPNAV 1420/1.)

Appendix F

Checklist for STA Applicants

- ___ 1. Commanding Officer's Endorsement/Recommendation. (Applicant's correct name, rate, SSN, specific recommendation, original signature.)
- ___ 2. Officer Programs Application. (Complete, legible correct name, rate, SSN, original signature.)
- ___ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application.)
- ___ 4. Evaluations. (Copies of last three years observed Evaluation Report & Counseling (NAVPERS 1616/26).)
- ___ 5. High School Transcript or GED. (Provide copies of all high school transcripts or GED Certificate and partial HS Transcript.)
- ___ 6. Award Citations. (Attach one copy of each award citation.)
- ___ 7. Verification of Birth (age). (Attach a copy of your birth certificate or Report of Birth (Form DD 372).) A service record copy of your birth certificate is also acceptable.
- ___ 8. U.S. citizenship by birth or naturalization. (If naturalized citizen, provide the requested information in block 6c of the Officer Programs Application Form OPNAV 1420/1.)
- ___ 9. Sailor Marine Ace Registry Transcript (SMART). (Attach one copy of your transcript for service school attended.)
- ___ 10. Personal Motivation Statement. (Use form provided in the Officer Programs Application Form OPNAV 1420/1.)

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___11. Documentation of the Command Medical Records Review and Interview (included in the Commanding Officer's endorsement).

___12. Time in Service (TIS). Minimum four years active duty as of 30 September (year of application).

___13. Age - Minimum of 22 and not reached 27th birthday by 30 September (year of application).

___14. Testing Scores. Attach a copy of either SAT or ACT scores completed within three years of 1 July (of application year). Applicants may have test scores forwarded directly to NPC (PERS-811) using release Code 2643 for the SAT and 4868 for the ACT.

___15. College Transcript from all colleges or universities attended.

___16. Enlisted Advancement Profile Sheet (E4 only).

Appendix G

Checklist for OCS Applicants

- ___ 1. Commanding Officer's Endorsement/Recommendation.
(Applicant's correct name, rate, SSN, specific recommendation,
original signature.)
- ___ 2. Officer Programs Application. (Complete, legible,
correct name, rate, SSN, original signature.)
- ___ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13
provided in Chapter 2, Officer Programs Application.)
- ___ 4. Evaluations. (Copies of last three years observed
Evaluation Report & Counseling (NAVPERS 1616/26)).
- ___ 5. High School Transcript or GED. (Provide copies of all
high school transcripts or GED Certificate and partial HS
Transcript.)
- ___ 6. Award Citations. (Attach one copy of each award
citation.)
- ___ 7. Verification of Birth (age). (Attach a copy of your
birth certificate or Report of Birth (Form DD 372). A service
record copy of your birth certificate is also acceptable.
- ___ 8. U.S. citizenship by birth or naturalization. (If
naturalized citizen, provide the requested information in block
6c of the Officer Programs Application Form.)
- ___ 9. Sailor Marine Ace Registry Transcript (SMART) (Attach
one copy of your transcript for service schools attended.)
- ___ 10. Personal Motivation Statement. (Use form provided in
the Officer Programs Application Form OPNAV 1420/1.)
- ___ 11. Documentation of the Command Medical Records Review and
Interview (included in the Commanding Officer's endorsement).

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___12. Financial Statement. (Use form provided in the Officer Programs Application OPNAV 1420/1.)

___13. Testing Scores - (Use information in the Officer Programs Application OPNAV 1420/1 block 21.)

Appendix H

Checklist for Basic ECP Applicants

- ___ 1. Commanding Officer's Endorsement/Recommendation. (Applicant's correct name, rate, SSN, specific recommendation, original signature.)
- ___ 2. Officer Programs Application. (Complete, legible correct name, rate, SSN, original signature.)
- ___ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application.)
- ___ 4. Evaluations. (Copies of last three years observed Evaluation Report & Counseling (NAVPERS 1616/26).)
- ___ 5. High School Transcript or GED. (Provide copies of all high school transcripts or GED Certificate and partial HS Transcript.)
- ___ 6. Award Citations. (Attach one copy of each award citation.)
- ___ 7. Verification of Birth (age). (Attach a copy of your birth certificate or Report of Birth (Form DD 372)). A service record copy of your birth certificate is also acceptable.
- ___ 8. U.S. citizenship by birth or naturalization. (If naturalized citizen, provide the requested information in block 6c of the Officer Programs Application Form OPNAV 1420/1.)
- ___ 9. Sailor Marine Ace Registry Transcript (SMART). (Attach one copy of your transcript for service schools attended.)
- ___ 10. Personal Motivation Statement. (Use form provided in the Officer Programs Application Form OPNAV 1420/1.)

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___11. Documentation of the Command Medical Records Review and Interview.

___12. Time in Service (TIS). Minimum four years active duty as of 1 September of fiscal year of application (note: six month waiver may be requested).

___13. Age - Must be at least 22 as of 1 November of the application year and must be able to complete a degree and be commissioned prior to 31st birthday.

___14. Testing Scores (SAT/ACT). Attach a copy of either SAT or ACT scores completed within three years of 1 January of the application year. (Applicants may also have the SAT or ACT forwarded directly to CNET using the release Code 0493 for both the SAT and ACT.)

___15. College Transcript. (Provide copies for all colleges or university attended.)

___16. Report of Physical Examination (SF 88 and SF 93), completed after 30 November of the year prior to application.

___17. Degree Completion Plan. (See paragraph 3b of Chapter 8 to determine if required.)

Appendix I

Checklist for AECP Applicants

- ___ 1. Commanding Officer's Endorsement/Recommendation. (Applicant's correct name, rate, SSN, specific recommendation, original signature.)
- ___ 2. Officer Programs Application. (Complete, legible correct name, rate, SSN, original signature.)
- ___ 3. Interviewer Appraisal Sheets (3). (NAVCROUT 1100/13 provided in Chapter 2, Officer Programs Application).
- ___ 4. Evaluations. (Copies of last three years observed Evaluation Report & Counseling (NAVPERS 1616/26).)
- ___ 5. High School Transcript or GED. (Provide copies of all high school transcripts or GED Certificate and partial HS Transcript.)
- ___ 6. Award Citations. (Attach one copy of each award citation.)
- ___ 7. Verification of Birth (age). (Attach a copy of birth certificate or Report of Birth (Form DD 372).) A service record copy of your birth certificate is also acceptable.)
- ___ 8. U.S. citizenship by birth or naturalization. (If naturalized citizen, provide the requested information in block 6c of the Officer Programs Application Form.)
- ___ 9. Sailor Marine Ace Registry Transcript (SMART). (Attach one copy of your transcript for service schools attended.)
- ___ 10. Personal Motivation Statement. (Use form provided in the Officer Programs Application Form OPNAV 1420/1.)
- ___ 11. Documentation of the Command Medical Records Review and Interview (included in Commanding Officer's Endorsement).

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___12. Time in Service (TIS). Minimum four years active duty as of 1 September of fiscal year of application (note: six month waiver may be requested).

___13. Age - Must be at least 22 as of 1 November of the application year and must be able to complete a degree and be commissioned prior to 27th birthday (waiver may be requested to age 29).

___14. Testing Scores (SAT/ACT). Attach a copy of either SAT or ACT scores completed within three years of 1 January (of the application year). Applicants may have test scores forwarded directly to CNET using the release Code 0493 for both the SAT and ACT.

___15. College Transcript. (Provide copies for all colleges or university attended.)

___16. Report of Student Naval Aviator Flight Physical Examination (SF 88 and SF 93) completed after 30 November of the year prior to application.

___17. Aviation Selection Test Battery (ASTB) results.

___18. Degree Completion Plan. (See paragraph 3b of Chapter 9 to determine if required.)

Appendix J

Checklist for NECP Applicants

___ 1. Commanding Officer's Endorsement. Attach Commanding Officer's endorsement letter per the current fiscal year Enlisted Commissioning Program (Nuclear Option) letter issued by N133.

___ 2. Officer Programs Application. (Complete, legible, correct name, rate, SSN, original signature.)

___ 3. Personal Statement. (Use form provided in the Officer Programs Application Form OPNAV 1420/1.)

___ 4. Photo. Use Officer Photo Submission Sheet, NAVPERS 1070/10, S/N 0106-LF-015-6500.

___ 5. Interview Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application.)

___ 6. Verification of Birth (age). (Attach a copy of your birth certificate or Report of Birth (Form DD 372).) A service record copy of your birth certificate is also acceptable.

___ 7. Certificate Of Citizenship. (If you were born outside of the United States or its territories, you must present proof of U.S. citizenship. If you are a naturalized citizen, provide naturalization number in block 6c of the Officer Programs Application Form OPNAV 1420/1.)

___ 8. SAT results. Provide a certified copy of test scores. (Must be within three years of 1 January of the application year.)

___ 9. High School Transcripts. (Provide copies of all high school transcripts.)

___ 10. College Transcripts. (Provide copies for all colleges or university attended.)

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___11. Evaluations. (Copies of last three years observed Evaluation Report & Counseling if available (NAVPERS 1616/26) or Fitness Report & Counseling Record (NAVPERS 1610/2).)

___12. Provide two certified copies of a current Report of Medical Examination (SF 88) and Report of Medical History (SF 93). Ensure all required tests are included on the SF 88 as described in paragraph 6 of Chapter 10 of this manual.

___13. Copy of Statement of Understanding of NECP Requirements. This is enclosure (3) of the current fiscal year Enlisted Commissioning Program (Nuclear Option) letter issued by CNO (N133). See your Command Career Counselor.

Appendix K

Checklist for ECP-CEC Applicants

- ___ 1. Commanding Officer's Endorsement/Recommendation.
(Applicant's correct name, rate, SSN, specific recommendation,
original signature.)
- ___ 2. Officer Programs Application. (Complete, legible, correct
name, rate, SSN, original signature.)
- ___ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13
provided in Chapter 2, Officer Programs Application.)
- ___ 4. Evaluations. (Copies of last three years observed
Evaluation Report & Counseling (NAVPERS 1616/26) or Fitness Report &
Counseling Record (NAVPERS 1610/2).)
- ___ 5. High School Transcript or GED. (Provide copies of all high
school transcripts or GED Certificate and partial HS Transcript.)
- ___ 6. Award Citations. (Attach one copy of each award citation.)
- ___ 7. Verification of Birth (age). (Attach a copy of your birth
certificate or Report of Birth (Form DD 372).) A service record
copy of your birth certificate is also acceptable.
- ___ 8. U.S. citizenship by birth or naturalization. (If
naturalized citizen, provide the requested information in block 6c
of the Officer Programs Application Form OPNAV 1420/1.)
- ___ 9. Sailor Marine Ace Registry Transcript (SMART) (Attach one
copy of your transcript for service schools attended.)
- ___ 10. Personal Motivation Statement. (Use form provided in the
Officer Programs Application Form OPNAV 1420/1.)
- ___ 11. College Transcripts. (Provide copies for all colleges or
university attended.)
- ___ 12. Documentation of the Command Medical Records Review and
Interview (included in the Commanding Officer's endorsement).

Appendix L

Checklist for MECP Applicants

- ___ 1. Commanding Officer's Endorsement/Recommendation. (Applicant's correct name, rate, SSN, specific recommendation, original signature.)
- ___ 2. Officer Programs Application (Complete, legible, correct name, rate, SSN, original signature.)
- ___ 3. Degree Completion Plan. (Signed by accredited school of nursing; projected program of study; number of accepted/transferrable credits; letter of acceptance from accredited university/college if applicable.)
- ___ 4. Age Eligibility. (Calculated age in years/months/days at projected date of program completion.)
- ___ 5. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13 provided in Chapter 2, Officer Programs Application.)
- ___ 6. Evaluations. (Copies of last three years observed Evaluation Report & Counseling (NAVPERS 1616/26) or Fitness Report & Counseling Record (NAVPERS 1610/2).)
- ___ 7. Proof of Birth. (Certified copy of birth certificate or Report of Birth (Form DD 372) or certificate of citizenship and/or naturalization number.)
- ___ 8. High School Transcript (Provide copies of all high school transcripts or GED Certificate and partial HS Transcript.)
- ___ 9. College Transcript. (Copies of all college transcripts.)
- ___ 10. Security Clearance. (OPNAV 5520/20, Certificate of Personal Security Investigation, Clearance and Access.)

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___11. Medical Examination/History. (Two copies of each of current Report of Medical Examination (SF 88) and Report of Medical History (SF 93).)

___12. Personal Motivation Statement. (Use form provided in the Officer Programs Application Form OPNAV 1420/1.)

Appendix M

Checklist for MSC IPP Applicants

- ___ 1. Commanding Officer's Endorsement/Recommendation.
(Applicant's correct name, rate, SSN, specific recommendation,
original signature.)
- ___ 2. Officer Programs Application. (Complete, legible,
correct name, rate, SSN, original signature.) (Check one block
for program applying for (HCA/PA).)
- ___ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13
provided in Chapter 2, Officer Programs Application.)
- ___ 4. Evaluations. (Copies of last three years observed
Evaluation Report & Counseling (NAVPERS 1616/26) or Fitness
Report & Counseling Record (NAVPERS 1610/2).)
- ___ 5. High School Transcript or GED. (Provide copies of all
high school transcripts or GED Certificate and partial HS
Transcript.)
- ___ 6. Award Citations. (Attach one copy of each award
citation.)
- ___ 7. Testing Scores. (Use information in the Officer
Programs Application OPNAV 1420/1 block 21.)
- ___ 8. U.S. citizenship by birth or naturalization. (If
naturalized citizen, provide the requested information in block
6c of the Officer Programs Application Form
OPNAV 1420/1.)
- ___ 9. Degree Awarded. (Provide copies of all degrees earned.)
- ___ 10. Degree Completion Plan. (Provide letter of confirmation
signed by college/university official showing program of study,
completion date and number of credits/courses remaining.)

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___11. Personal Motivation Statement. (Use form provided in the Officer Programs Application Form OPNAV 1420/1.)

___12. Time in Service. (Pay grade eligibility (E5 to E9).)

___13. Report of Medical Examination. (Provide Copy of Medical Examination (SF 88) and Medical History (SF 93).)

Appendix N

Checklist for LDO/CWO Applicants

- ___ 1. Commanding Officer's Endorsement/Recommendation.
(Applicant's correct name, rate, SSN, specific recommendation,
original signature.)
- ___ 2. Officer Programs Application. (Complete, legible, correct
name, rate, SSN, original signature.)
- ___ 3. Interviewer Appraisal Sheets (3). (NAVCRUIT 1100/13
provided in Chapter 2, Officer Programs Application. The
Interviewer's Appraisal Sheets shall be typed, signed, and will
include the board member's designator and grade. Ensure block
entitled "Potential as a Career Naval Officer" is completed.)
- ___ 4. Evaluations. (Copies of last three years observed Evaluation
Report & Counseling (NAVPERS 1616/26) or Fitness Report & Counseling
Record (NAVPERS 1610/2).)
- ___ 5. Provide copy of GED Certificate if not a High School
Graduate.
- ___ 6. Award Citations (Attach one copy of each award citation as
discussed in block 27 on the Officer Programs Application Form OPNAV
1420/1.)
- ___ 7. U.S. citizenship by birth or naturalization. (If naturalized
citizen, provide the requested information in block 6c of the Officer
Programs Application Form OPNAV 1420/1.)
- ___ 8. Sailor Marine Ace Registry Transcript (SMART) (Attach one
copy of your transcript for service schools attended, if applicable.)
- ___ 9. Medical documentation of color vision test completed within
18 months of 1 October of the year of application (if applying for
designator listed in paragraph 5k of Chapter 14.)
- ___ 10. Time in Service (TIS): As addressed in Chapter 14,
paragraph 6.

Paygrade Eligibility: Be serving in paygrades E6, E7, E8 or E9 (E9
CWO applicants Selected for W3).

E-6 applicants: Must have served as a PO1 for one year as of 1 October of the year application is made and be SELBD ELIGIBLE for advancement to E7. Ensure Copy of Examination Profile Information letter is attached.

___11. Designator(s) applied for (dual designators not acceptable):

	Preference**	<u>Program</u>	<u>Category</u>	<u>Designator</u>
Right:	1	LDO	Deck(Surface)	611X
	2	CWO	Boatswain (Surface)	711X
Wrong:	1	LDO/CWO	Deck/Boatswain	611X/711X
	2	LDO/CWO	Operations	612X/712X

___12. Civilian resume (Inactive duty only)

** Applicants are reminded that they do not have to apply for a primary and a secondary designator. If an applicant feels qualified to compete in only one designator, only that designator should be applied for.

Appendix O

Officer Communities and Designators List

1. General Categories. Billet and officer designator codes are grouped in general categories as follows:

a. **Unrestricted Line**. Officers of the line of the Regular Navy and Naval Reserve who are not restricted in the performance of duty.

b. **Restricted Line**. Officers of the line of the Regular Navy and Naval Reserve who are restricted in the performance of duty by having been designated for aviation duty, engineering duty, aerospace engineering duty, or special duty.

c. **Staff Corps**. Officer of all staff corps of the Regular Navy and Naval Reserve. There are five staff corps programs available through this program.

d. **Limited Duty Officer - Line**. Officers of the line of the Regular Navy and Naval Reserve appointed for the performance of duty in the broad occupational fields indicated by their former warrant designators or enlisted rating groups.

e. **Limited Duty Officer - Staff**. Officers of the staff of the Regular Navy and Naval Reserve appointed for the performance of duty in the broad occupational fields indicated by their warrant designators or enlisted rating groups.

f. **Chief Warrant Officer - Line**. Officers of the line of the Regular Navy and Naval Reserve appointed to chief warrant officer for the performance of duty in the technical fields indicated by former enlisted rating groups.

g. **Chief Warrant Officer - Staff**. Officers of the staff of the Regular Navy and Naval Reserve appointed to chief warrant officer for the performance of duty in the technical fields indicated by former enlisted rating groups.

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2. The list below highlights the general categories and designator codes for each community, including Training Codes indicated by (T).

UNRESTRICTED LINE (URL)

Surface Warfare Community	Convention and Nuclear Designator: 111X, 116X (SWO-T)
Aviation Community	Pilots, Flight Officers (NFO) and Aviation Support Personnel Designators: 131X (Pilot), 132X (C\NFO), 130X (Aviation Support), 139X (Pilot-T), 137X (NFO-T)
Submarine Community	All nuclear, no diesels Remaining in the US inventory Designator: 112X, 117X (SUB-T)
Special Warfare Community	Seals Designator: 113X, 118X (SPEC WAR-T)
Special Operations Community	Divers, Explosive Ordnance Disposal Personnel Designator: 114X, 119X (SPEC OPS-T)

RESTRICTED LINE (RL)

Aerospace Engineering Duty	Specialists in aviation Maintenance Officer (Aviation Maintenance) Designator: Maintenance 152X
Cryptologist	Specialists in cryptographic support, intelligence, automatic data processing (ADP) Designator: 161X

Intelligence	Specialists in intelligence gathering, language, and dissemination Designator: 163X
Public Affairs	Specialists in journalism and public relations/liaison Designator: 165X
Oceanography	Specialists in marine and environmental sciences Designator: 180X

STAFF CORPS

Medical Service Corps	Health Care Administrators, Health Science and Clinical Specialists Designator: 2305
Nurse Corps	Specialists in Navy and related fields Designator: 290X
Supply Corps	Comptrollers, Finance Directors Designator: 310X
Chaplain Corps	Navy chaplains Designator: 410X
Civil Engineer Corps	Construction, logistics Designator: 510X

OPNAVINST 1420.1

LIMITED DUTY OFFICERS and CHIEF WARRANT OFFICERS

All members are prior senior enlisted with extensive experience and technical expertise. See Chapter 14 (Addendum 1 for normal path to LDO/CWO commission).

LDOs	Designators: 61XX, 62XX, 63XX, 64XX, 65XX
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CWOs	Designators: 71XX, 72XX, 73XX, 74XX, 75XX
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